

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
May 10, 2016  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**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, Chris Griffin and Paul Clark were present.

Austin Wood and Laura Papish were absent.

The following staff members were present:

Justin Givens, City Administrator; Courtney Meyer, City Clerk; Ernie Misak, Public Works Director; Donald Schauf, EMS Director; Clint Luckner, Police Officer.

Others present: Shawn Weaver, Park Glen Estates; Paul Rhodes, Times Sentinel News.

**4. Approval of the Agenda**

Mayor Ussery called for a motion to approve the May 10<sup>th</sup> agenda with the modification.

**Motion:** *Marsh* moved, *Clark* seconded to accept the May 10, 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. Gayle martin, WSU Hugo Wall Mini MPA Program**

Gayle Martin with Wichita State University Hugo Wall and Mayor Burt Ussery presented City Clerk, Courtney Meyer, with a plaque for completing the Mini MPA Program at Wichita State University.

**8. Authorize the Mayor to Sign a Volunteer Transportation Service Agreement with Sedgwick County**

Administrator Givens stated that RSVP is part of Senior Corps, along with Foster Grandparents and Senior Companions. Senior Corps is administered by the Corporation for National and Community Service, the

federal agency that supports service and volunteering programs to improve lives, strengthen communities, and foster civic engagement. The program is administered on a local level by the Sedgwick County Department on Aging. The RSVP Volunteer Transportation Program provides transportation services to rural residents in Sedgwick County including Clearwater.

At the March 22<sup>nd</sup> City Council Meeting the Governing Body recognized several of the RSVP Transportation Providers as part of National Service Recognition Day. In the past three years Clearwater area residents have on average used the service 242 times a year with the city receiving on average \$1,700 per year.

The contract allows for a maximum of 425 coordinated rides (defined as: a single round trip ride for one single rider or for multiple riders who have the same origin or destination) at \$7.00 per ride or \$2,975.00. The contract as presented is for a term of 1 year and may be extended on a month to month basis starting in July of 2017.

In 2014, the city received \$1,988 in funds from the program and thru 2015 the City has received approximately \$500.00. Those funds are generally used to subsidize the annual volunteer appreciation dinner and other events for volunteers.

**Motion: Griffin** moved, **Marsh** seconded to authorize the Mayor to sign the Volunteer Transportation Service Agreement with Sedgwick County. Voted and passed unanimously.

**9. Adopt Resolution 5-2016 Creating a Building Incentives Program for Park Glen Estates in the City of Clearwater**

Givens stated at the April 12, 2016 City Council Meeting, the Governing Body discussed builder and homebuyer incentives for new homes in the Park Glen Estates Addition. That discussion followed a meeting with staff, the Mayor, and Park Glen Estates developer, Shawn Weaver, requesting that development incentives be considered for the Park Glen Estates Development. The discussion at the April 12<sup>th</sup> meeting centered around four areas for incentives. Two for the home buyer (cash incentive for purchase and an ongoing cash incentive) and two for the builder (waiver and reduction of fees and construction interest loan guarantees).

Staff had initially proposed that the city provide coverage of the interest for the loans and be repaid by the builder upon purchase of the home. During the discussion, a second alternative was proposed by staff that the builder would pay the first six months of the construction loan payment and then the city would serve as a backstop for the next six months if the home did not sale and cover the interest portion of the construction loan. Ultimately, staff was directed to craft a package that would allow the city to pay up to nine months of a portion of the construction loan at a rate of .4167%. The resolution reflects those changes and continues the other incentives.

- 1) Reduction of Building Permits by 50%
- 2) Waiver of Water and Sewer Connection Fees
- 3) Construction Loan Assistance
- 4) Direct Cash Incentive to Homebuyer
- 5) On Going Cash Incentives

The total capital outlay to the city would be approximately \$50,000 that would be need to be encumbered to ensure that adequate cash is on hand to allow the program to work. The bulk of that money would be in the construction loan defrayment program. The total incentives over the five-year period would be approximately \$18,000 for one house. The total time for the city to directly recoup those cost would be 8.75 years based upon current tax and water utility rates.

**Motion: March** moved, **Clark** seconded to adopt Resolution 5-2016 as presented. Voted and  
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passed unanimously.

**10. Consider Ordinance 1011 Adopting the 2012 International Building Code as Amended by Sedgwick County**

The City contracts its Building Inspection to Sedgwick County and the Metropolitan Area Building and Construction Department. In March of 2016, Sedgwick County adopted the 2012 International Building Code. As such the City is required to adopt the same codes that are enforced by MABCD.

MABCD has a full code board made up of trade professionals that review and amend the code to better serve construction needs in the Metropolitan area. The amended codes is presented in the attached resolution from Sedgwick County.

There is a small fee for publishing the ordinance and the city will need to purchase two copies of the building code to have on file at a cost of approximately \$500.00

**Motion:** *Griffin* moved, *Clark* seconded to adopt Ordinance 1011 as presented. Roll Call: Clark, yea; Griffin, yea; Marsh, yea. Ordinance passed unanimously.

**11. 2017 Budget Calendar**

Givens presented the budget calendar for the 2017 budget. Givens explained the budget needs to be turned into Sedgwick County by August 25 and the Public Hearing Must be by the August 9<sup>th</sup> meeting.

Council will set a budget workshop someday in July to discuss department budgets that would not be done during regular council meetings.

**12. 1<sup>st</sup> Quarter Financials**

Givens presented the 1<sup>st</sup> quarter financials for 2016 and explained to the Council that all funds were on track.

**13. Strategic Planning Committee**

Givens explained the first step in starting the Strategic Plan is the appointment of a Strategic Planning Committee. The Mayor and Staff are looking for feedback from the Council as to what the make-up of the committee should be. It is important that the group represent a large portion of Clearwater from various sectors of the community including business, education, industry and involved citizens.

Mayor Ussery stated he would like to see 2 people from local businesses, 2 people from the community at large, 1 person from the Chamber of Commerce, 1 person from the Planning Commission, 1 person to represent the schools, and 1 person from the Ministerial Alliance. He asked the council members to give their suggested to the Administrator or himself as soon as they could.

**14. Personnel Manual Review**

The personnel manual was tabled until next the meeting to give council more time to review and make comments.

**15. Claims and Warrants**

Meyer presented the claims and warrants in the amount of \$102,399.14.

**Motion:** *Griffin* moved, *Marsh* seconded to pay the claims and warrants in the amount of \$102,399.14. Voted and passed unanimously.

**16. City Administrators Report**

- Public Works
  - Kansas Department of Labor completed a Safety Audit on Thursday, April 28<sup>th</sup>. The last audit for the city was in 2008. A few minor deficiencies were noted and are being corrected. Overall City Facilities were in a good safe condition.
  - Has opened all of the restrooms at the City Park.
  - Repaired the Hot Water Heater at the City Park Restroom and Concession Stand. A burner malfunctioned.
  - Worked on a Sewer Line Backup in the area of South East Drive. Lots of tree roots, mud and baby wipes caused a clog in the line.
  - Is completing pool repairs, including items identified in the accessibility study in preparation of Opening Day which will be May 28<sup>th</sup>
  - The Recirculation System has been running at the Lagoons. Based on current levels it is anticipated that we will need to discharge in July. EBH will be on hand to monitor our discharge and measure levels per our agreement with them.
  - Replaced a Lightning Arrestor at Well 7 which was struck during one of the recent storms.
- Parks and Recreation
  - The Mayor's Ride to Celebrate National Bike Month will be Thursday, May 12<sup>th</sup> starting at the City Park at 6:30pm.
  - The first baseball games begin May 11<sup>th</sup> and all divisions start up on Monday.
  - Perk Up the Park – approximately 15 people helped on the 30<sup>th</sup>. A special thank you to SKT for providing lunch and their employees who helped as well.
  - The Sunflower Trail Grant Application has been submitted and we should know if we received a grant the first of June.
  - Discovered that the Handicap Swing seat belt was broke and replacement parts have been ordered.
  - Reported vandalism to the Park Bridge. Two suspects are unidentified at this time.
- Library
  - Hosted 3<sup>rd</sup> and 2<sup>nd</sup> Graders for tours in advance of the summer reading program.
  - Summer Reading Sign Ups begin this Thursday.
  - Board Meeting has been moved to next Wednesday the 18<sup>th</sup> at 5:30pm
- Community Center
  - The lunch program has started again. Numbers are generally the same as before.
  - Staff will be attending an Elder Abuse Seminar in Wichita on Thursday
  - Biscuits and Gravy breakfast will be Saturday May 21<sup>st</sup> starting at 8:00am
  - Will be hosting a Painting Event on May 25<sup>th</sup>. Registration for the event was very successful and actually filed up. A second event will be scheduled to help accommodate those who were not able to get in for this class.
- Police
  - SUV should be in service next week.
  - Officer Harp will rejoin a patrol shift as school is letting out.
  - Chief Hisle is at the Kansas Police Chief Association Training in Dodge City this week.
  - Officer Adams is on track to graduate as scheduled.
  - Arrested a suspect in a residential burglary and have recovered some of the stolen items.
  - Is working a case of a stolen security camera from a residence with a known suspect.

- Administration
  - Swimming Lesson Sign Ups have started at City Hall with a few sessions already being filled.
  - C.A. attended a Disaster Management Seminar at "Crisis City" just south of Salina last week. Chief Hisle will be attending a similar seminar next week in Frontenac.
  - Staff attended a preconstruction meeting at Sed. Co. for the 135<sup>th</sup> and intersections project. Staff is looking at an alternative that would close the open trench in front of True To You using money saved from the drainage work.
  - C.A. spoke at the Month Carry in Lunch for the Senior Center.
  - Have spoken with several builders and homebuyers interested in the Chisolm Ridge Program and anticipate seeing a few home starts this summer.
  - Staff is exploring alternatives for our July 4<sup>th</sup> Fireworks Display.

Sedgwick County Association of Cities will be meeting this Saturday at Botanica. The meeting starts at 8:30am and will feature Sed. Co. District Attorney Marc Bennett. This is the last meeting until September.

**17. Council Reports**

Clark had nothing to report.

Marsh had nothing to report.

Griffin had nothing to report.

Ussery has nothing to report.

**18. Adjournment**

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

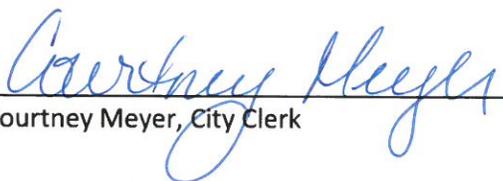
**MOTION:** *Marsh* moved, *Clark* seconded to adjourn the meeting. Voted and passed unanimously  
The meeting adjourned at 8:05 p.m.

**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 May 10, 2016 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 24<sup>th</sup> day of May 2016.

  
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Courtney Meyer, City Clerk

