

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
May 24, 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, Chris Griffin, Laura Papish and Paul Clark were present.

Austin Wood was absent.

The following staff members were present:

Justin Givens, City Administrator; Courtney Meyer, City Clerk; Ernie Misak, Public Works Director; Pamela Riggs, Community Center Director; Bill Hisle, Police Chief.

Others present: Lyle Berntsen, Seth Kraft, David Obeney, Luke Hubl, Damon Kraft, Lonnie Stieben.

4. Approval of the Agenda

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

Motion: *Papish* moved, *Clark* seconded to accept the May 24, 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 with added appointments to Planning Commission, Firefighter and Library Board.

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

7. Authorize the Mayor to Sign an Agreement for Personal Services with the WSU Hugo Wall School for the Clearwater Strategic Plan

At the March 22, 2016 meeting the Governing Body did approve a proposal from the Hugo Wall School for a Strategic Plan. The plan would be a community based initiative designed to help the Council allocate resources and serves as a guide for the future.

Upon approval of the plan WSU sent a formal agreement to be signed by the Mayor as a separate document several weeks later. The contract was submitted to legal counsel for review and several negotiated changes were made. The contract has been resubmitted for approval and it was suggested that formal action authorizing the Mayor to sign be given.

There are no direct financial costs for this item. The council authorized approximately \$15,000 for the Strategic Plan to be completed by WSU.

Motion: *Marsh moved, Clark* seconded to authorize the Mayor to sign an agreement for personal services with the WSU Hugo Wall School for the Clearwater Strategic Plan. Voted and passed unanimously.

8. Appoint Members to the 2016 Clearwater Strategic Planning Committee

Mayor Ussery and Administrator Givens asked council to think of people they would like to see of the strategic planning committee and inform either one of them who they chose. Mayor Ussery stated he would contact the individuals himself and he would like the appointments ready for the June 14th meeting.

9. Authorize the Mayor to Enter Into a Contract with Rainbow Fireworks for the July 4th Firework Display

Yearly, the city sponsors a fireworks display for the community on the 4th of July. Revenues from Fireworks Tent Permits are used to fund the show. Up in till 2013, the city received \$10,000 from two fireworks tent permits. In 2014 and 2015, only one tent permit was issued for the city. That reduced the amount of funds that the city dedicated to the fireworks show by \$5,000.

Issues with previous fireworks display vendors caused staff to look for alternatives for the 2016 show. Staff was able to locate a vendor that could provide a licensed display operator as well as a custom commercial fireworks show. Commercial fireworks show cost approximately \$500 to \$1,000 per minute. Rainbow Fireworks has proposed a show that would be 10 to 12 minutes in length. Rainbow also provides their own liability insurance in the amount of \$5 million dollars.

The city dedicates the revenue from Fireworks Tent Permits for the show. In 2016, that revenue is \$5,000 and that is what was budgeted for the 2016 4th of July Fireworks Show.

Motion: *Clark* moved, *Papish* seconded to authorize the Mayor to enter into contract with Rainbow Fireworks. Voted and passed unanimously.

10. 2017 Budget

Staff presented initial budget information for the Senior/Community Center and static funds that include the Museum Building, Street Lights, Special Liability, and Bond and Interest Fund.

11. 2016 City Hall Renovations

In 2016, approximately \$23,000 was programed in for building renovations. Those renovations included work for an expansion of offices in the building next to City Hall. When proposed during the budget work for 2016, it was anticipated that a new chamber position, the cemetery secretary and based on recommendations from Library Staff that the Recreation Director would move into the new building. This move would free up space in City Hall as well as the Library for expansion.

Since that time, the Chamber position has been granted space at the Executive Center and the Library has reevaluated its needs and feels that traffic to the Library is increased with the Recreation Director on site and at the present time does not have funds or the need to expand into the space currently occupied by the Recreation Director.

Based on these factors staff has looked at space needs as well in relationship to the Cemetery Secretary and feels that the space that would be used is not necessary at the present time with the present level of staffing and occupying the building next door for one entity is not cost effective.

Having stated the background information, staff reevaluated the needs of remodeling in City Hall as well as technological improvements that were programed in for 2016. The following is staff's recommendation for improvement to City Hall for 2016.

Improvement	Cost	Type
Dual Display System	\$11,120	Technological
Panel Removal and Drywall Installation/Sliding Curtain Removal	\$5,000	Cosmetic/ Functional
Sliding Window in Cemetery Office	\$502	Energy Efficiency

The Dual Display System will include two 65" commercial class displays that would be viewable from the entirety of the Council Chambers once the curtains are removed. The displays will be mounted to the east and west walls and a Wi-Fi enabled device will share information to each display from a computer stationed at the staff table. This coupled with the purchase of tablets will help modernize council meetings and other events that are held in City Hall.

Staff is recommending the installation of a sliding glass window in the Cemetery Office. The office currently sits in the vestibule between Council Chambers and City Administrative Offices. The office currently has an open window, which is not very energy efficient, especially in the winter months. A sliding window would allow the counter to remain functional when used by either Cemetery staff or Administrative staff such as when swimming lesson sign-ups are occurring.

Staff is also recommending the removal of the sliding curtains in Council Chambers as well as the wood paneling and installing drywall throughout the Chambers and into the Conference area. Those improvements would be cosmetic but a welcomed update to City Hall.

Council discussed and would like to look into costs for completely closing in the council chambers and requests to have drawings of a plan for the next meeting.

12. Claims and Warrants

Meyer presented the claims and warrants in the amount of \$39,179.49.

Motion: *Griffin* moved, *Marsh* seconded to pay the claims and warrants in the amount of \$39,179.49. Voted and passed unanimously.

13. City Administrators Report

- Public Works
 - Staff is working on correcting building related items that were included on the KDOL Safety Audit.
 - The Pool has been filled and is ready for opening day – May 28th. Items include ADA improvements in the bathrooms to the showers and other small items.
 - Staff was able to put hot mix on the parking lot at the Public Works building. The hot mix was left over from the work on 103rd west of town.

- Started receiving millings from the 135th St. Project. The millings are going to the brush dump.
- Staff is trying to keep up with mowing but the weather has been a deterrent.
- Flags will be put up this week for Memorial Day.
- Parks and Recreation
 - Rain has been a big impact so far this season. 8 nights of games have been scheduled but only 3 nights of games have actually been played.
 - Is looking at adding Pickle ball lines to the tennis courts based on citizen input.
- Library
 - The Summer Reading Program starts on Wednesday. 100 K-6th graders are registered with another 19 teens and 17 adults participating.
 - The Library will be closed on Tuesday for Memorial Day.
- Community Center
 - The lunch program is fully staffed with regular drivers but is looking for some substitutes that could help out on occasion. The numbers in the program eating at the Community Center are actually going up.
 - Will be hosting a Painting Event on May 25th. Registration for the event was very successful and actually filled up. A second event will be scheduled to help accommodate those who were not able to get in for this class. The participants will be painting a custom Clearwater Indian.
 - The Matter of Balance Class starts on Thursday. The two-hour class will last for 8 weeks. It was limited to 10 participants. Staff is looking at having another class again as there were several people that were not able to enroll this time.
- Police
 - The new Ford SUV is in service.
 - Officer Adams graduated from the Kansas Law Enforcement Academy last Friday and started Field Training Sunday.
 - Chief and other officers attended the Law Enforcement Memorial Service in Wichita last Friday as well.
- Administration
 - Staff has processed all lifeguard information for this season. The guards were given a presentation on sun protection from the University of Kansas Medical Center and that program will be implemented into the Learn to Swim Program. The pool also received a bulk supply of sunscreen as well as other items to make staff and patrons aware of the damage that overexposure to the sun can cause.
 - Swimming lesson sign up continues but some of the classes are full and others are close to being full.
 - Staff is continuing to meet with departments on the upcoming budget.
 - The Personnel Manual will be presented at the June 14th meeting with the attorney who reviewed the manual present for questions and comments. We will also email both red line and a clean copy of the manual.
 - Staff will be attending the state's budget workshop on June 14th.

- Staff will be sitting in on an FLSA update webinar presented by AGH on the new changes to the law.

The American Legion will host a Memorial Day Service at the Clearwater Cemetery at 10:00am. Budget Workshop will be held on June 25th from 8:00am to 12:00pm .

14. Council Reports

Clark had nothing to report.

Marsh updated council that there will be no access north of the tracks on 4th street until early July. Sedgwick County expects to have the 4th Street project done by August 13.

Griffin asked for an update on the Park Usage group. Givens stated there was miss-communication last meeting and he needs to reschedule it.

Papish mentioned the tree debris is still on Kansas and Byers.

Ussery would like an update on Chisholm Ridge lots.

15. Executive Session

Mayor Ussery called for a motion to recess into executive session for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship and Financial affairs or trade secrets of second parties to include the City Attorney, the City Administrator, and Public Works Director. The meeting is to reconvene in the City Council Chamber at 8:50pm

MOTION: Griffin moved, **Clark** seconded to recess into executive session. Voted and passed unanimously

Mayor Ussery called the meeting back to order at 8:50pm and stated there was no action taken.

16. 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

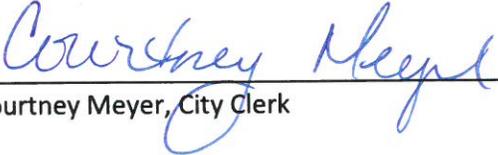
The meeting adjourned at 8:51 p.m.

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 24, 2016 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 14th day of June 2016.



Courtney Meyer, City Clerk