



[Please note that the meeting agenda is subject to change during the meeting.]

City of Clearwater Council Meeting Agenda  
Tuesday July 27, 2021 at 6:30pm  
129 E Ross Clearwater, KS 67026

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1. **Call to Order/ Invocation and Flag Salute**
2. **Roll Call**
3. **Approval of Agenda**
4. **Public Forum** - Members of the public can address the Mayor and City Council limited to not more than five minutes.
5. **Consent Agenda** - Items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed.
  - a. [Previous Council Meeting Minutes](#)
  - b. [Claims and Warrants](#)
6. **Staff Reports**
7. **Business**
  - a. **Action:** [Junior Prom Fundraiser](#)
  - b. **Action:** [Consider Community Request to Use the Center free of Charge](#)
  - c. **Action:** [Consider Update to City Code Section 38](#)
  - d. **Action:** [Approve RNR and Budget Hearing](#)
  - e. **Action:** [Consider Front Office Public Health Project](#)
8. **Governing Body Comments**
9. **Adjournment**

Next Assignment Numbers

Charter Ordinance: 22

Ordinance: 1068

Resolution: 11-2021

**NOTICE: SUBJECT TO REVISIONS**

It is possible that sometime between 6:00 and 6:30 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
July 13, 2021  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**1. Call to Order/ Invocation and Flag Salute**

Mayor Burt Ussery called the meeting to order at 6:30 p.m. followed the invocation and flag salute.

**2. Roll Call**

The City Clerk called the roll to confirm the presence of a quorum. The following members were present: Mayor Burt Ussery, Councilmembers; Chris Griffin , Shirley Palmer-Witt, Chad Pike, Crystal Walter and Justin Shore were present.

The following staff members were present:

Courtney Zollinger, City Administrator, Amber Ives, Cole Hollis, Chadd Posch Jared Dinwiddie, Kirk Ives, Justin Patrick.

**3. Approval of the Agenda**

**Motion: Shore** moved, **Walter** seconded to accept the agenda as presented. Voted and passed unanimously.

**4. Public Forum**

None

**5. Approve Consent Agenda**

Mayor Ussery asked if there was any question on the consent agenda and if not asked for a motion to approve.

Minutes  
Claims and Warrants  
Aging Products Inc Agreement  
Approve Hire

**Motion: Walter** moved, **Palmer-Witt** seconded to approve the consent agenda as presented. Voted and passed unanimously.

**6. Staff Reports**

- a. Administration Office – Courtney Zollinger – Council had no questions.
- b. Fire Department – Jared Dinwiddie – Council had no questions.
- c. Police Department – Kirk Ives – Council had no questions.
- d. Park – Chadd Posch – Council had no questions.
- e. Public Works – Chadd Posch – Shore pointed out that the chip seal that was done last year on Southeast Dr has left loose gravel that is still in the road. He would like it addressed if possible. Council has no other questions.
- f. Senior Center – Amber Ives – Council had no questions.

**7. CDBG-CV3 Grant Presentation**

The City was awarded \$150,000 for the CDBG-CV3 small business grant. This grant is for small businesses in Clearwater that are in the City limits, have less than 51 employees, a for profit company, and 51% (including the owner) of the employees need to be low to moderate income. Elizabeth Lawless with SCKEDD was present to list the next steps in the process.

**8. Business**

**a. Special Event Permit Request – Car Show**

In 2016 City Council established an application process to close roads for special events. This was to create a more coordinated process, so the City departments are aware of the street closures.

Iris Blossoms is celebrating their 5-year anniversary and would like Council to consider closing Ross From 1st to 2nd to host a car show as part of the celebration. The event will be August 8, 2021, from 3PM to 7:30 PM

Staff recommends approving the Mayor to issue the Special Event Permit to Risse Zimmerman, Iris Blossoms, for road closures requested.

Council had no discussion.

**Motion: *Palmer-Witt*** moved, ***Shore*** seconded to approve the Special Event Permit for Iris Blossoms. Voted and passed unanimously.

**b. School Resource Officer Agreement**

The last updated agreement between USD264 and the City of Clearwater for the School Resource Officer was 2015. Since 2015 USD264 has a new Superintendent, Chris Cooper, and Clearwater has a new Chief of Police, Kirk Ives. Both parties have reviewed the updated document.

The updates from the original are in Section I, Paragraphs (c) – (h)

Chris Cooper has presented the updated agreement to the school board and has signed the updated agreement.

The agreement states the district will reimburse the City at a rate of 67.3% of the total annual compensation paid by the City to the SRO. This is reviewed each year.

Staff recommends authorizing the Mayor and Chief of Police to enter into the School Resource Officer agreement with USD264.

Council had no discussion

**Motion: *Walter*** moved, ***Palmer-Witt*** seconded to authorize the Mayor and Chief to enter into the SRO agreement with USD264. Voted and passed unanimously.

**c. Chisholm Ridge Phase 3**

On June 8, 2021, City Council approve the Final Costs for Chisholm Ridge Phase 3, certified the assessment roll, and approved the date of the public hearing (July 13, 2021) The notice was mailed out to all owners in Chisholm Ridge Phase 3 notifying them of the special assessment hearing.

The City Clerk has not received any written objection to the special assessments.

The next steps in the special assessment proceedings is:

- Open a public hearing to allow for any verbal or written objections to the special assessments for Chisholm Ridge Phase 3.
- Adopt an Ordinance levying special assessments on certain property to pay the costs of internal improvement in the City of Clearwater, KS, as heretofore authorized by Resolution 9-2018; and providing for the collection of such special assessments
- Adopt a resolution authorizing the offering for sale of General Obligation bonds, Series 2021, of the City of Clearwater, KS

Each property owner will receive another notification informing them of their options to pay in whole or part to the City by August 20, 2021. If not paid the bonds will be issued for a collection period of 20 installments. Estimated special assessment amount for Lots 40-51 Block 1 and Lots 23-28 Block 3 will be \$74.82. Estimated special assessment amount for Lots 15-22 Block 3 will be \$95.93.

i. **Public Hearing: Special Assessments**

**Motion: Shore** moved, **Pike** seconded to open the public hearing for Chisholm Ridge Phase 3 special assessments. Voted and passed unanimously. Public hearing opened at 7:15pm

No comments or questions from public regarding special assessments

**Motion: Shore** moved, **Walter** seconded to close the public hearing for Chisholm Ridge Phase 3 special assessments. Voted and passed unanimously. Public hearing closed at 7:17pm

ii. **Adopt Assessment Ordinance**

**Motion: Shore** moved, **Palmer-Witt** seconded to adopt ordinance 1067 levying special assessments for Chisholm Ridge Phase 3. Voted and passed unanimously.

iii. **Adopt Resolution Offering Sale of GO Bonds**

**Motion: Walter** moved, **Palmer-Witt** seconded to adopt Resolution 09-2021 authorizing the sale of General Obligation bonds, Series 2021. Voted and passed unanimously.

d. **City Park Improvements**

On June 8, 2021, City Council adopted Resolution 8-2021 authorizing the sale of temporary notes for the City Park improvements. The city park improvements consist of new park shelters and camera system.

The next step in the General Obligation Temporary Notes are as follows.

- City Council will review the bids on July 13, 2021 and award the bid to the best bid and authorize the Mayor and City Clerk to execute the bid form.
- Adopt a Resolution authorizing and directing the issuance, sale and delivery of general obligation temporary notes, series 2021A, of the city of Clearwater, Kansas; providing for the levy and collection of an annual tax, if necessary, for the purpose of paying the principal of and interest on said notes as they become due; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other document and actions connected therewith.
- Authorize the Issuance of General Obligation Temporary Notes Series 2021A and authorize the Mayor and Clerk to execute the closing documents.

**i. Award Bid**

**Motion:** *Shore* moved, *Palmer-Witt* seconded to award the bid to Commerce Bank with a average net interest rate of 0.7025%. Voted and passed unanimously.

**ii. Adopt Resolution Authorizing and Directing of Issuance of Notes**

**Motion:** *Shore* moved, *Walter* seconded to adopt Resolution 10-2021 authorizing and directing the issuance, sale and delivery of general obligation temporary notes, series 2021A. Voted and passed unanimously.

**iii. Closing Documents for Temp Notes**

**Motion:** *Shore* moved, *Palmer-Witt* seconded to the mayor and clerk to execute the closing documents. Voted and passed unanimously.

**e. Consider Real-Estate Agreement**

Mayor Ussery stated at the last council meeting the governing body authorized him to present a contract to Dwayne Dugan for consideration of a land purchase. The land is located at 95<sup>th</sup> and 135<sup>th</sup> in Clearwater. The property is 48.711 acres, and the purchase price is \$481,600. The city will put \$100,000 in cash towards the purchase and finance the remainder with Emprise Bank. Attorney, Michael Andrusak will be setting up the closing process.

**Motion:** *Shore* moved, *Walter* seconded to enter into a purchase agreement with Dugan as stated in the contract. Voted and passed unanimously.

**9. Governing Body Comments**

Griffin had no comments.

Palmer-Witt had no comments

Pike had no comments

Shore thanked staff for working on the CDBF-CV3 grant.

Walter had no comments

Ussery had no other comments

**10. Adjournment**

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

**MOTION:** *Shore* moved; *Palmer-Witt* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:35 PM

**CERTIFICATE**

State of Kansas        }  
County of Sedgwick   }  
City of Clearwater    }

I, Courtney Zollinger, 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 July 13, 2021 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 27th day of July 2021.

\_\_\_\_\_  
Courtney Zollinger, City Clerk

# Check Register Report

Date: 07/20/2021

Time: 2:04 pm

Page: 1

City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>EMPRISE BANK Checks</b>								
47587	07/21/2021	Printed			APS1	AAA PORTABLE SERVICES, INC.	RENTAL 6-5-21 - 7-2-21	70.00
47591	07/21/2021	Printed			AMA	AMAZON	MATERIALS	472.26
47592	07/21/2021	Printed			ASH	ASHLEY HERVEY	YEAR 4 OF 5 TAX REBATE	1,169.60
47593	07/21/2021	Printed			BBL1	B & B LUMBER	ANCHOR WEDGE/HANDLES/WIRE	437.19
47594	07/21/2021	Printed			BARDAVON	BARDAVON HEALTH INNOVATIONS	POET	110.00
47595	07/21/2021	Printed			BB1	BECKER BROS.	SENIOR CENTER	474.00
47596	07/21/2021	Printed			BLACK	BLACKSTONE AUDIO, INC	MATERIALS	73.85
47597	07/21/2021	Printed			LEVAN	BRADY LEVAN	HOMEBUYER ALLOWANCE	1,500.00
47598	07/21/2021	Printed			BRENDA	BRENDA HASTINGS	CAKE/JOHNSON RETIREMENT	80.00
47599	07/21/2021	Printed			BRIAN	BRIAN CHRISTIANSEN	YEAR 2 OF 3 TAX REBATE	1,261.75
47600	07/21/2021	Printed			BROAD	BROADSTROKE INC	WATER BILLS	671.52
47601	07/21/2021	Printed			CERTIFIED	CERTIFIED LABORATORIES	POISON IVY CONTROL	299.43
47602	07/21/2021	Printed			CHAD	CHAD BURGE	YEAR 1 OF 3 TAX REBATE	716.03
47603	07/21/2021	Printed			CFF1	CLEARWATER FALL FESTIVAL	2021 FALL FESTIVAL	250.00
47604	07/21/2021	Printed			CHSG	CLEARWATER HIGH SCHOOL	DC TRIP REIMBURSE	92.80
47605	07/21/2021	Printed			COMM-T	COMM-TRONIX	EQUIPMENT REPAIR	7,945.00
47606	07/21/2021	Printed			DEM1	DEMCO	BOOK COVERS	84.79
47607	07/21/2021	Printed			DUCK	DUCKHORN PROPERTIES	YEAR 3 OF 5 TAX REBATE	1,092.49
47608	07/21/2021	Printed			ERE1	EMERGENCY FIRE EQUIPMENT	VEHICLE REPAIR	1,472.90
47609	07/21/2021	Printed			EMPAC	EMPAC, INC.	JULY AUG SEPT	367.50
47610	07/21/2021	Printed			HM1	HOSPITALITY MINTS, LLC	MINTS	78.53
47611	07/21/2021	Printed			JUSTIN J	JUSTIN JACKS	TRAINING REIMBURSE	105.28
47612	07/21/2021	Printed			JUST	JUSTIN UTT	YEAR 3 OF 5 TAX REBATE	1,098.25
47613	07/21/2021	Printed			KHE1	KS DEPT OF HEALTH & ENVIRON.	WATER ANALYSIS	30.00
47614	07/21/2021	Printed			MCDONALD	MCDONALD TINKER PA	STATEMENT	2,431.00
47615	07/21/2021	Printed			MERI	MERIDIAN ANALYTICAL LABS, LLC	WATER ANALYSIS	45.00
47616	07/21/2021	Printed			METRO	METROPOLITAN AREA BUILD	3/E/M/P PERMITS JUNE 2021	319.60
47617	07/21/2021	Printed			MICAH	MICAH STOWE	YEAR 1 OF 5 TAX REBATE	851.56
47618	07/21/2021	Printed			MICHAEL	MICHAEL SMITH	YEAR 2 OF 5 TAX REBATE	997.85
47619	07/21/2021	Printed			MIG1	MIZE'S THRIFTWAY	STATEMENT	269.66
47620	07/21/2021	Printed			MC05	MULVANE COOP	STATEMENT	965.00
47621	07/21/2021	Printed			NOP1	NAVRAT'S OFFICE PRODUCTS	COPY PAPER	118.64
47622	07/21/2021	Printed			NT2	NINNESCAH TOWNSHIP	ANNUAL ROAD MAINTENANCE	5,275.18
47623	07/21/2021	Printed			PB03	PITNEY BOWES	POSTAL METER LEASE	284.16
47624	07/21/2021	Printed			RJ01	ROASTER JOE'S	SENIOR CENTER	276.80
47625	07/21/2021	Printed			RON W	RON WITT	YEAR 1 OF 3 TAX REBATE	1,195.20
47626	07/21/2021	Printed			RLM1	RUSSELL L. MILLS	STATEMENT	200.00
47627	07/21/2021	Printed			SCHOLASTIC	SCHOLASTIC	MATERIALS	15.98
47628	07/21/2021	Printed			SCDF	SEDGWICK COUNTY	PRISONER HOUSING	430.40
47629	07/21/2021	Printed			0004	SEDGWICK COUNTY ELECTRIC	STATEMENT	1,277.79
47630	07/21/2021	Printed			SHAUN	SHAUN WEAVER	YEAR 4 OF 5 TAX REBATE	1,046.26
47631	07/21/2021	Printed			SCK1	SOUTH CENTRAL KANSAS	PATCH CABLE/SUPPLIES	19.50
47632	07/21/2021	Printed			TEAMVIEWER	TEAMVIEWER	TEAM VIEWER PREMIUM	1,111.32
47633	07/21/2021	Printed			TUOK	THE UNIVERSITY OF KANSAS	JACKS/INTERNET CRIMES	75.00
47634	07/21/2021	Printed			TSN1	TIMES-SENTINEL	HELP WANTED AD	194.60
47635	07/21/2021	Printed			T2UL	TRUE2U AUTOMOTIVE, LLP	OIL CHANGE/RADIATOR CHECK	170.08
47636	07/21/2021	Printed			TRUG	TRUGREEN	LAWN SERVICE	650.00
47637	07/21/2021	Printed			USBAN	U.S. BANK EQUIPMENT	COPIER LEASE	267.16
47638	07/21/2021	Printed			UMO1	ULTRA MODERN POOL & PATIO	POOL CHEMICAL	640.83
47639	07/21/2021	Printed			UNI	UNIFIRST CORPORATION	PAPER GOODS	234.46

# Check Register Report

Date: 07/20/2021

Time: 2:04 pm

Page: 2

City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>EMPRISE BANK Checks</b>								
47640	07/21/2021	Printed			UIN1	UNITED INDUSTRIES, INC.	TREAD, LADDER	295.94
47641	07/21/2021	Printed			USC1	UTILITY SERVICE CO., INC.	ANNUAL PRESSURE E. ROSS	7,226.89
47642	07/21/2021	Printed			WCI1	WASTE CONNECTIONS, INC.	STATEMENT	14,828.05
47643	07/21/2021	Printed			ICT PLUBMI	WICHITA PLUMBING COMPANY LLC	OUTSIDE FAUCET	412.83
47644	07/21/2021	Printed			WWW1	WICHITA WINWATER WORKS	GASKET	257.57
47645	07/21/2021	Printed			ZACHARY	ZACHARY NOLAN	REIMBURSED EXPENSE	20.00

**Total Checks: 56**

**Checks Total (excluding void checks):**

**62,357.48**

**Total Payments: 56**

**Bank Total (excluding void checks):**

**62,357.48**



# Check Register Report

Date: 07/20/2021

Time: 2:04 pm

Page: 3

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>								
1161	07/21/2021	Printed			AFL1	AFLAC	STATEMENT	577.18
1162	07/21/2021	Printed			AFL1	AFLAC	STATEMENT	620.74
1163	07/21/2021	Printed			VISA	CARDMEMBER SERVICES	STATEMENT	2,165.57
1164	07/21/2021	Printed			CLA1	COLONIAL LIFE	STATEMENT	116.16
1165	07/21/2021	Printed			HSB1	EMPRISE BANK	Loan 13181130	782.34
1166	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	109 E. ROSS	444.63
1167	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	319 W. ROSS	576.70
1168	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	107 S. GRAIN	38.84
1169	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	150 S. PROSPECT	33.98
1170	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	129 E. ROSS	748.47
1171	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	400 W. ROSS	127.88
1172	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	604 E. ROSS	243.56
1173	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	650 E. ROSS	1,390.12
1174	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1001 E. ROSS	315.58
1175	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	11159 S. 135TH W	424.01
1176	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	149 N. FOURTH	336.46
1177	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	901 CLEARCREEK LIFT	120.66
1178	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	401 W. ROSS	23.87
1179	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1001 E. ROSS	23.87
1180	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1100 E. ROSS	23.87
1181	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	602 E. ROSS	329.43
1182	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	401 W. ROSS	161.57
1183	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	STREET LIGHTS	2,012.41
1184	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	100 E. ROSS	38.61
1185	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	9731 S. 135TH ST W	22.73
1186	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1200 E. ROSS	23.87
1187	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	9801 S. 135TH W	73.03
1188	07/21/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	921 E. JANET	382.33
1189	07/21/2021	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	UNEMPLOYMENT TX CITY	258.20
1190	07/21/2021	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	UNEMPLOYMENT TX LIBRARY	18.04
1191	07/21/2021	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	SALES TAX	249.00
1192	07/21/2021	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	POOL CONCESSIONS TAX	374.93
1193	07/21/2021	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	QUARTERLY SS TAX CITY	0.26
1194	07/21/2021	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	QUARTERLY SS TAX LIBRARY	0.03
1195	07/21/2021	Printed			LIBERTY	LIBERTY NATIONAL	STATEMENT	237.08
1196	07/21/2021	Printed			MERCHANT	MERCHANT SERVICES	E COMMERCE	356.90
1197	07/21/2021	Printed			MERCHANT	MERCHANT SERVICES	CONVENIENCE FEE	444.63

# Check Register Report

Date: 07/20/2021

Time: 2:04 pm

Page: 4

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>								
1198	07/21/2021	Printed			SAM1	SAM'S CLUB	STATEMENT	1,964.45
1199	07/21/2021	Printed			SKT1	SKT	PUBLIC LIBRARY	135.81
1200	07/21/2021	Printed			SEHP	STATE EMPLOYEE HEALTH PLAN	STATEMENT	17,312.59
1201	07/21/2021	Printed			VER	VERIZON WIRELESS	STATEMENT	627.53
1202	07/21/2021	Printed			VER	VERIZON WIRELESS	STATEMENT	40.01
1203	07/21/2021	Printed			VER	VERIZON WIRELESS	STATEMENT	594.58

**Total Checks: 43**

**Checks Total (excluding void checks):**

**34,792.51**

**Total Payments: 43**

**Bank Total (excluding void checks):**

**34,792.51**

**Total Payments: 99**

**Grand Total (excluding void checks):**

**97,149.99**

To: Mayor and City Council

From: Courtney Zollinger  
City Administrator

Date: July 23, 2021

Re: Administration Report

- CDBG-CV3
  - Business Packet is available online and at City Hall.
  - Council has received a copy to hand out to any business that approaches them
    - Must be in City Limits
    - Must be a For Profit business
    - Must be under 51 employees
  - Kathy Merchant will be volunteering to distribute packets to all small businesses in town. She will start hand delivering them on Wednesday July 28.
  - Elizabeth Lawless will be the contact for application questions. Her information is on the first page of the packet.
  - ONLY Business/ Business Owners need to submit their 2020 tax return. Employees only need to fill out the Employee Certification Form.
  - Applications are due by 1:00PM on August 27, 2021 to City Hall.
  
- We have received several applicants for the City Clerk position and will begin scheduling interviews shortly.
  
- Jaye Poe, Court Clerk, has been doing very well in her new position.
  
- Gilmore Solutions is completing the re-cabling project this week.
  
- A Council Workshop is scheduled August 31 at 6:30pm. This is the 5<sup>th</sup> Tuesday of the month.

**Budget Calendar**

July 12 <sup>th</sup>		Submit to County Clerk of intent to levy above RNR
August 5 <sup>th</sup>		Publish notice of budget hearing in newspaper
August 24 <sup>th</sup>		Revenue Neutral Hearing & Budget Hearing
September 14 <sup>th</sup>		Budget Adoption
October 1 <sup>st</sup>		Budget due to County Clerk

To: Mayor and City Council

From: Jared Dinwiddie  
Clearwater Fire Chief

Date: July 22, 2021

Re: Fire Department Staff Report

- Clearwater Fire responded to **5** medical calls and **1** Fire calls since last meeting.
- Average response time for SGCO EMS on medical calls has been around **21** minutes. Sedgwick County EMS Community Response Vehicle (CRV81) response time has averaged about 3 minutes.
- To Date: The department has been unable to respond to **15** emergency calls.
- To Date: The CRV has been unstaffed **12** times.
- Medical Training this month was held on the 22<sup>nd</sup>, and members that needed credentialed this year took their written test on this date.
- Department is in the process of converting from Fire House reporting to Emergency Reporting software.
- Department has had a couple of PPE vendors demonstrate their gear to members in hopes of possibly transitioning to a different type of PPE gear for members.
- Department is in the process of compiling an RFP to be submitted to several vendors for the design of a new fire pumping apparatus.

To: Mayor and City Council

From: Kirk Ives, Chief of Police

Date: July 22, 2021

Re: Police Department Staff Report

**Officers:**

Officer Zach Noland is attending RMS training this week.

Officer Justin Jacks has SRO training this next week.

Officer Pickens has been taking on more supervisory roles and is doing quite well.

SGT Lee Harp will be presented with the award of School Based Policing Officer of the Year next week.

**Building update:**

Council member Crystal Walter is scheduled to come and visited the new PD and evidence room this Friday the 23rd. The invitation is open to all members.

**Vehicles:**

We have had some issues with the Ford Explorer's transmission. We are keeping an eye on it. I have been in touch with our city administrator on this matter. We are scheduled to replace a vehicle this year. All other vehicles are running well just a few in for routine maintenance.

**Matters of interest since last meeting on Police Activity.**

We had 68 dispatched/reported calls since my last report. (Does not always include self-initiated calls).  
13 Arrests since the last report.

To: Mayor and City Council

From: Chadd Posch

Date: 07/23/2021

Re: Parks and facilities

- Mowing
- The UTV is down with engine issue, Im working on a resolution, because of this we were unable to drag the fields.
- Trimmed trees at sports complex
- Spraying weeds
- Patty has been working hard on the city entrance rock, weed pulling and upkeep
- William is doing great and is picking up on the mowing schedule fast, he requires little supervision now
- I have been substituting for public works while Cole has been on vacation
- All other regular duties



## Clearwater Senior Center

### Staff Report

July 22, 2021

To: Mayor & City Council

From: Amber Ives, Coordinator

Afternoon Break on Thursdays has really taken off! We are seeing more and more people partake in the goodies provided. I have loved hearing the chatter in the center.

Bingo was a huge hit again. We had a room full this past time and people were already asking when we would be playing again.

Midweek Milkshakes was a huge hit. Jan Ives helped make milkshakes. We served 47 milkshakes within an hours' time on Wednesday. We had a great day!

I am happy to report that we are up to 27 families being served through the TEFAP (Commodities) program.

Coming up next week: Make It and Take It, Hermes Footcare Clinic and Fudge Pops. Join us!

Respectfully,

Amber Ives  
Senior Center Coordinator

**City of Clearwater  
City Council Meeting  
July 21, 2021**

**CHS Prom Fundraiser**

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**Context:** The CHS Junior Class is planning on holding a “Dash for Prom” as a fundraiser on October 10, 2021 from 3pm – 7pm.

The event will consist of people driving UTV’s and Golf Carts between different locations (residences and businesses) where activities will be held. There will also be food trucks in town for the event (they have been informed to obtain a permit from the city).

The event coordinators are asking for the following in support of this fundraiser:

1. A temporary permit, Free of Charge, for the participants who do not have an issued Clearwater Police Department SPV permit. (Active only on Oct. 10<sup>th</sup> from 3-7PM)
2. For a Police Officer to be stationed at the registration table to obtain the temporary permit.

From CHS Junior Prom Event Coordinator

The CHS Junior Class is planning on holding a golf cart/side-by side “Dash for Prom” as a fundraiser on October 10<sup>th</sup>. We would like to get permission from City Council to get a temporary day permit for any side by sides or golf carts that are brought into town to participate in the event. We would ask that the fee for this temp day permit be waived as this is a fundraiser for Prom. Could we have an officer at the registration table, so the participants don’t have to go to multiple locations to have inspection and register for event? Some food trucks are interested in showing up and parking on city property for snack stops as well. We understand those trucks must get permits from the city. We anticipate they will donate 10% of their profits to the cause.

Plan for the event would be players would check in at the HS, then drive to locations spread throughout the Clearwater City Limits (homes & businesses) to play games to earn points. Players will have a game card for writing their scores, it will have the sponsors' logos on it, reminders of the rules of play, and a map. At the end, prizes will be awarded according to highest points. These will come from our sponsors most likely, and/or -- could be a piece of the pot.

Rules:

- These will include safety protocols and should be made by the committee/parents and approved school administration.
- All city traffic rules/laws must be adhered to and city license/temp permit for the day must be obtained, or consequences could be a city citation. Drivers must be licensed; passengers must not exceed the allowed number of seats in the vehicle.
- This is not a race. If games go longer than the 3-hour time frame we will discuss in the parent meeting how this will be handled so that all can compete fairly.



- Alcohol, tobacco, and drug use are prohibited by all parties.
- All participants must be registered and sign the rules agreement.
- All participants will play with good sportsmanship and manners.
- All participants must pay to play and recognize that they may not win anything more than a great time with community members and donate to a wonderful cause.
- Prom Committee Students are not eligible to play, they will be set up at stations with "jobs".

We will plan on having a student/parent group at the July 27<sup>th</sup> council meeting.

Thank you for your time,

Jodi McBee

**Financial:** There is a personnel cost to consider if a police officer is stationed at the registration table because an extra officer (possible overtime) will need to be on duty to cover the registration table while the regular patrol officer is on duty.

**Legal Considerations:** Review and comment as necessary.

**Recommendations/Actions:** City staff recommends waiving the fee for the event time only. Instead of posting an officer to issue temporary permits, the event coordinators, at registration time, review the UTV and Golf carts checklist to ensure they are legal to be on the road, according to the City code, before they complete their registration for the event.

Road Legal check list would include:

1. Insurance for the golf cart or UTV
2. Golf carts have orange placard
3. Golf carts and UTV's without roofs or tops to have a safety flag

**City of Clearwater  
City Council Meeting  
July 21, 2021**

**Utilize the Center Free of Charge**

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**Context:** Tex Titterington would like to ask council to consider waiving the fee for use of the Center, 921 E Janet, to use as a meeting place for members of the community to discuss possible 4<sup>th</sup> of July activities.

Could I be placed on the agenda for the next city council meeting to request the fee for use of the Community Building be waived?

A group of citizens would like to explore the possibility of expanding activities and the fireworks show on the 4th of July celebration.

Initially we would like to explore what people like to see done. It would then be decided if and how to proceed after that meeting. Any and all actions or activities would of course be coordinated with the city.

This request would be for an initial and subsequent meetings.

Thank you,  
William S. Titterington

**Financial:** The Center is rental rates are \$25 per hour or \$125 per day. There is also a refundable damage deposit of \$125 due at time of reservation.

**Legal Considerations:** Review and comment as necessary.

**Recommendations/Actions:** Consider the request

**City of Clearwater  
City Council Meeting  
July 21, 2021**

**Ordinance to update Section 38-362 Sign Regulations**

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**Context:** A question was asked about signs displayed on private property. While researching the information it was found that code Section 38-362 #22 that private information sign cannot contain advertising unless is noted zoning districts (A-L, C-S, C-1, C-2, I-1, and I-2). Advertising would include political signs.

City Attorney Jennifer Hill found this error and stated the City cannot tell a person that they cannot put a political sign, unless it is profanity or violent, on their private property. She suggested we amend our code for this paragraph to include all zoning districts instead of limiting to the A-L, C-S, C-1, C-2, I-1, and I-2 districts.

**Financial:** There is no financial consideration for the Special Event Permit

**Legal Considerations:** Will prepare an amendment for councils consideration.

**Recommendations/Actions:** Approve ordinance amending city code section 38-362.

## Sec. 38-362. - Specific requirements.

Requirements for signs erected in the Clearwater Zoning Jurisdiction are as follows:

- (1) Advertising signs, other than billboards, which call attention to an activity or product located on a different tract from the sign. Advertising signs are permitted in the A-L, C-1, C-2, I-1, and I-2 districts only.

In the A-L district, an advertising sign shall be allowed by special use permit only when submitted, reviewed, and approved by the board of zoning appeals and under such conditions as the board may impose:

- a. The advertising sign shall not exceed 50 square feet in area for a single- or double-faced sign; the bottom edge of the sign shall be at least three feet above the average ground level; and the top edge not higher than ten feet above the average ground level.
  - b. The advertising sign shall not be located closer than 500 feet from two or more intersecting roads. Not more than one such sign shall be permitted on one road side within any one mile.
  - c. An applicant for a special use permit to erect an advertising sign shall submit to the board a plot plan showing the location, size, and construction details of the proposed sign installation; a letter from the property owner indicating intent to lease said property together with a copy of terms of said lease. Such permit shall be issued for a period of five years, and its renewal shall be subject to a review of the site and changed conditions within the surrounding area.
- (2) Business signs which call attention to an activity or product located on the tract upon which the sign is located are permitted in the A-L, C-S, C-1, C-2, I-1, and I-2 districts only, except as may be expressly permitted below.
- (3) The gross surface area on one side of an advertising or business sign shall not exceed the following limitations:

District	Formula (square feet)	Maximum Area Possible
A-L, C-1, C-2	No greater than three times the lineal feet of frontage of the lot occupied by the building. Each side of the lot which abuts upon a street shall be considered a separate frontage, and the gross surface area of all signs located on each side of a building shall not exceed three times the lineal feet of the separate footage.	300 square feet
I-1, I-2	(same as above)	not applicable

In all districts, individual letters with no background shall be measured by the minimum rectangular area necessary to encompass such letter or by a combination of rectangles as are necessary to encompass letters of irregular dimensions.

- (4) Building signs are permitted in the A-L, C-S, C-1, C-2, I-1, and I-2 districts only, subject to the following:
  - a. The building sign shall be affixed flat against the face of the building as opposed to perpendicular and/or double faced.
- (5) Marquee and canopy signs are permitted in the C-1 and C-2 districts only. The sign must be mounted either on the front edge of the marquee or canopy, or suspended beneath (see subsection (10) below). Signs suspended beneath a marquee or canopy shall not exceed eight square feet in surface area and shall contain an announcement of the business name only. The lowest elevation shall always be no less than eight feet above the sidewalk surface. The canopy or marquee shall be constructed and maintained in accordance with the building code of the city.
- (6) A maximum of two business signs (only one on a façade) shall be allowed for a business or profession conducted on the premises in the I-1, and I-2 districts. In the C-1 district, a maximum of four business signs shall be allowed, except that an additional number of signs may be allowed in the C-1 district by special use permit when submitted, reviewed, and approved by the board of zoning appeals and under such conditions as the board may impose.
- (7) All signs in the C-S, I-1, and I-2 districts shall be affixed to or be a part of the building if within 50 feet of a residential district.
- (8) Except as provided in subsection (6) above, no sign shall be permitted to overhang a road, street, or alley right-of-way, and no sign shall be located in a manner as to constitute a traffic hazard.
- (9) Any sign, other than one affixed flat against the face of a building, which is located within three feet of a driveway or parking area or within 50 feet of the intersection of the centerlines of two or more streets, measured along the adjacent curb lines, shall have its lowest elevation at least ten feet above curb level to avoid creation of line-of-sight or other traffic-related obstructions.
- (10) All lighted signs in direct vision of a traffic signal shall not be in red, green, or amber illumination.
- (11) Non-flashing, illuminated signs shall be permitted providing said sign shall not beam upon any street or any residential district, except as provided in subsections (20) and (21) below. Clocks and/or thermometers installed for public convenience and information are exempt from this requirement.
- (12) Where a sign is illuminated by light directed upon it, the direct ray of light shall not beam

upon any existing residential district, except as provided in subsections (20) and (21) below, or into any street.

- (13) Flashing, moving, or animated signs in the C-S district are not permitted within 500 feet of a residential district or where the rays of light from the sign beam upon any part of any residential district. In the C-S district, no high intensity strobe or flashing lights shall be permitted to be used with any sign or separately.
- (14) In the C-1, C-2, I-1, and I-2 districts, flashing, moving, or animated signs shall be permitted only upon approval of the city building inspector providing it is first determined that the location and colors will in no way create a traffic hazard or confusion with traffic lights and with lights on emergency vehicles and that direct rays of the sign will not be directed into any residential district.
- (15) Sandwich board signs are permitted in the C-S, I-1, and I-2 districts only, providing said sign is permanently affixed to the surface on which it rests.
- (16) Non-illuminated nameplates in the A-L, R-L, R-1, R-1A, R-2, and R-3 districts shall conform to the following restrictions:
  - a. The nameplate shall not exceed three square feet in area.
  - b. The nameplate shall show only the name and/or address of the occupant.
- (17) Non-illuminated single- or double-faced "For Sale" and "For Rent" signs in the R-L, R-1, R-1A, R-2, and R-3 districts are subject to the following regulations (except as provided in subsections (20) and (21) below):
  - a. Only one sign shall be permitted per lot.
  - b. No sign shall exceed four square feet in area.
  - c. Signs shall be located no closer than five feet from any property line and shall not obstruct the view of traffic approaching a street intersection.
  - d. When said sign is affixed to a building, it shall not project higher than ten feet above the ground level.
  - e. Ground signs shall not project higher than four feet above ground grade.
- (18) In the A-L district, only one non-illuminated "For Sale," "For Rent," or single- or double-faced business sign shall be permitted per residential building lot. Accessory business signs shall not exceed 50 square feet.
- (19) Bulletin boards and signs for churches and other public institutions are subject to the following regulations:
  - a. One sign or bulletin board shall be permitted on each street side if located on the same site as the principal building.
  - b. If sign or bulletin board is illuminated, the lights shall be directed away from adjoining residential uses.

- c. No sign or bulletin board shall exceed 24 square feet in area.
  - d. No sign shall be located closer than eight feet from any side or rear property line.
  - e. A sign or bulletin board located in the front yard shall be no closer to the street line than one-half the required front yard.
  - f. A sign or bulletin board, affixed to a building, shall not project higher than ten feet above the ground level.
  - g. Ground signs shall be permanently anchored to the ground and shall not exceed a height of six feet above normal grade.
  - h. Buildings constructed on the property line prior to the adoption of this chapter shall be allowed one identification sign providing said sign is a flat wall sign and permanently attached to the building.
- (20) Signage for manufactured home parks and multi-family developments must meet the following requirements:
- a. Only one business sign per street frontage shall be permitted.
  - b. No business sign shall exceed 40 square feet in area for each face.
  - c. Any number of informational and directional signs shall be permitted and shall contain no advertising or solicitation.
  - d. All signs may be illuminated, either directly, indirectly, or internally, providing direct beams of light do not shine off the site or into any building on the site.
  - e. Ground signs shall not exceed ten feet in height.
- (21) Temporary signs, whether illuminated or non-illuminated, are permitted in the A-L, C-S, C-1, C-2, I-1, and I-2 districts only (except as provided in subsection (18) above).
- a. Only one such sign shall be permitted per location.
  - b. Temporary signs shall not exceed 45 square feet of surface area.
  - c. No temporary sign, except on approval by the governing body, shall extend over or into any street, alley, sidewalk, or other public thoroughfare. It shall not obstruct any wall opening.
  - d. Every temporary sign shall be secured to prevent movement or overturning, in a manner approved by the building official.
  - e. All electrical cords to such signs shall be located so as not to expose them to physical damage. No such electrical cord shall be laid upon any sidewalk, driveway, or parking lot. All such wiring shall be subject to the electrical code of the city.
  - f. Temporary signs shall not exceed six feet in height and shall be so located so as to avoid creation of line-of-sight or other traffic-related obstructions.
- (22) Private informational and directional signs shall contain no advertising or solicitation and are subject to the following provisions (except as provided in subsection (21) above).

- a. Where a sign is illuminated by light directed upon it, the direct rays of light shall not beam upon any part of any residential district or into any street.
- b. Lighted signs in direct vision of traffic shall not be in red, green, or amber illumination.
- c. Flashing signs shall not be allowed.
- d. Only one sign shall be permitted per location.
- e. Signs shall not exceed 32 square feet of surface area for each face.
- f. No private informational or directional sign, except on approval by the governing body, shall extend over or into any street, alley, or sidewalk or other public thoroughfare. It shall not obstruct any wall opening.
- g. Any sign, other than one affixed flat against the face of the building and located within three feet of a driveway or parking area or within 50 feet of the intersection of two or more streets, measured along the adjacent curb line, shall have the lowest elevation at least ten feet above the curb level to avoid line-of-sight or other traffic-related obstructions.

(Ord. No. 835, Art. XXII, § 2, 2-10-2005)



**NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING**

The governing body of  
**City of Clearwater**  
will meet on August 24, 2021 at 6:30 PM at City Hall for the purpose of hearing and  
answering objections of taxpayers relating to the Revenue Neutral Rate and the amount of ad valorem tax and the proposed use of all funds.  
Detailed budget information is available at City Hall and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2022 Expenditures and Amount of Current Year Estimate for 2021 Ad Valorem Tax establish the maximum limits of the 2022 budget.  
Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget for 2022		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	Estimate Tax Rate*
General	2,736,924	49.349	2,491,822	51.071	3,434,336	1,004,317	52.997
Debt Service	639,954	7.035	640,828	6.981	756,111	113,677	5.999
Library	109,598	6.000	111,850	5.970	117,633	95,243	5.026
Library Emp Ben (202)	2,280		1,000		1,101		
Emp Ben (203)	1,000		50		160		
Sp Build (212)	27,000		1,960		1,960		
Sp Liability (205)	931		1,000		1,191		
Special Highway (206)	33,011		169,500		16,000		
Special Parks (209)	89,456		50,000		50,000		
Dept On Aging (207)	19,973		18,024		18,001		
Ambulance (215)	21,678		2,566		2,566		
Water (501)	433,638		427,988		452,472		
Sewer (550)	588,573		614,279		783,551		
Non-Budgeted Funds	404,368						
Totals	5,108,384	62.384	4,530,867	64.022	5,635,081	1,213,237	64.022
Revenue Neutral Rate**							58.655
Less: Transfers	1,505,959		779,204		1,025,240		
Net Expenditure	3,602,425		3,751,663		4,609,841		
Total Tax Levied	1,022,230		1,111,526		xxxxxxxxxxxxxxxxxxxx		
Assessed Valuation	16,385,400		17,361,551		18,950,278		

Outstanding Indebtedness,

	2019	2020	2021
January 1,			
G.O. Bonds	4,139,758	3,461,000	2,935,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Purchase Principal	174,729	162,299	44,846
Total	4,314,487	3,623,299	2,979,846

\*Tax rates are expressed in mills

\*\* Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

**Courtney Zollinger**

City Official Title: City Administrator

**City of Clearwater  
City Council Meeting  
July 21, 2021**

**Front Office Public Health Project**

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**Context:** City Hall front office currently does not have an efficient barrier at the counter. There is currently a 3 x 4 picture frame with plexiglass as a barrier between public and staff. The other area of concern is keyless entry into the hallway and back door into city hall.

With the American Rescue Plan Act the city can utilize funds for public health reasons.

Staff feels this is a necessary improvement for safety measures.

Pricing to for a partition with a passthrough is approximately \$10-\$12K for installation and materials. There will an additional cost to hire a contractor to put in the countertop for the glass partition. The estimate to have keyless entry doors is approximately \$5K.

**Financial:** The city was awarded \$387,155.26 from the American Rescue Plan Act and has received \$193,577.63. The funds can be used for response to public health with respect to COVID-19 and to make necessary investments in water, sewer, or infrastructure in the city.

**Legal Considerations:** Review and comment as necessary.

**Recommendations/Actions:** Approve the public health safety changes recommended to include putting a glass partition at the front counter and adding keyless entry to doors.