

City of Clearwater Council Meeting Agenda  
Tuesday November 13, 2018 at 6:30pm  
129 E Ross Clearwater, KS 67026

**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. [Minutes 11/13/18 Council Meeting](#)
- b. [Emergency Service Appointment](#)
- c. [Claims and Warrants](#)

**6. STAFF REPORTS**

**7. BUSINESS**

- a. [CONTROLLED ACCESS](#)

**8. ADMINISTRATORS REPORT**

**9. GOVERNING BODY COMMENTS**

**10. ADJOURNMENT**

Next Assignment Numbers

Charter Ordinance: 21

Ordinance: 1050

Resolution: 15-2018

**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**  
November 13, 2018  
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 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 and Councilmembers; Yvonne Coon, Laura Papish, Shirley Palmer-Witt and Chris Griffin were present.

Tex Titterington was absent.

The following staff members were present:

Ron Marsh, City Administrator; Courtney Meyer, City Clerk; Bill Hisle, Chief; Ernie Misak, Director of Public Works; Austin Parker, City Attorney.

Others present: Lindsey and Alexis Titterington, Lacey Wolf, Sage Gonsalves, Abran Avuber, Bryson Harman, Gage Sarastorz, Rylie Noland, Courtney Long, David Long, Alex Bolin, Conner Branton, Andrew Miner, Dave and Jessa Johnson, Russell Roberts, Lonnie Robers, Lonnie Stieben, Chance Headley, Tucker Stiles.

**3. Approval of the Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated there no changes.

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

**Motion:** *Papish* moved, *Coon* seconded to accept the November 13, 2018 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 10/23/18 Council Meeting  
Claims and Warrants - \$91,404.14

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**6. Staff Reports**

- a. Chief Hisle stated his report was in the packet and asked if there were any questions. Council did not have any questions
- b. Ernie Misak, Public Works Director – stated he had an update on the sewer lagoon ponds. The sewer ponds passed the October inspection. Another month of passing and the City will be able

to turn in the required report to the State.

## 7. Business

### a. Walkability Study

Ben Wagner from Vireo Co. presented the materials they prepared through the walkability study. The walkability study was done by obtaining a grant through WAMPO. Ben Wagner explained that this was a presentation designed to help get grants for future projects. This did not include any cost to complete any of the walking paths.

### b. Audit Presentation

Gary George, George Bowerman and Noel P.A., explained the City of Clearwater Financial Statements of 2017.

**Motion:** *Griffin* moved, *Coon* seconded to accept the audit. Voted and passed unanimously.

### c. Consider Plaque Recognizing the Harrington Family Land Deed

In 1922 the Harrington Family of Clearwater deeded a portion of their property to the City to be used as a City Park. Today that portion of City Park is the west half where the baseball field is located.

It has been requested by the family to have a plaque erected in City Park acknowledging the donation by the family to the City. The plaque will be placed on a stand/pedestal next to the flag pole behind the backstop.

Cost of the plaque alone is \$320.00. The funds will come from the administrative discretionary fund. There will be an additional cost to construct a stand to display it on.

The City Attorney has reviewed the original deed. Comment as necessary.

The recommendation is to approve spending the funds from the administrative discretionary line item with costs not to exceed \$800.00

Mayor Ussery asked if a member of the Harrington family had seen the proposal. Marsh stated Yvonne Coon and Tom Corr had both seen it and approved it.

**Motion:** *Palmer-Witt* moved, *Papish* seconded to approve the purchase and placement of the plaque. Voted and passed unanimously.

### d. Consider Park Advisory Board Request for Benches

When the school district began the bond project last spring, several large, long standing trees were removed from the area around what had previously been Clearwater High School and is now the middle school. An enterprising citizen recommended that City have one of the trees carved into a sculpture for the City Park. This was given to the Park Advisory Board for action.

After discussion at several early meetings, the Park Advisory Board did not feel a sculpture would be something to benefit the community and instead has researched using the tree to make benches for the park. The board has talked to a couple of milling experts that feel they can get three quality benches from the tree.

The cost for milling and building the benches is \$2000.00 This includes an in-kind donation of \$680.00. The funds would come from Special Parks.

Staff recommends to approve spending \$2000.00 to build the benches for City Park.

**Motion:** *Palmer-Witt* moved, *Coon* seconded to approve the \$2000 to have the benches

constructed. Voted and passed unanimously.

Council asked that staff come back to them with the plan on how the benches will be mounted in the park and position be more permanent.

**e. Consider Police Department Remodel Bids**

Last January, the Governing Body approved a bid from South Central Adjusting (SCA) for the Police Department remodel in the amount of \$20,659. The remodeling includes moving the evidence room, moving the Chief's office and constructing a more secure front desk area for the Clerk.

While conducting the pre-construction walk through, other improvements were recommended, priced and brought to City Staff. These additional improvements pushed the cost of the project above the budgeted amount of \$25,000. It was decided to go back out for bid to give each vendor an opportunity to bid on the increased project. The bids were sent to 4 vendors with 2 responses received and both were much higher than the budget. It was then decided to scale back the project to the original scope and bid one final time. Two bids were received, SCA in the amount of \$23,648.85 and Triple B Construction in the amount of \$22,659.00.

The 2018 budget has \$25,000 for the police department remodel. The bids are within that budgeted amount.

Staff recommends accepting the bid of SCA in the amount of \$23,648.85. The bid was originally awarded to SCA and the cost difference is less than \$1000. Staff is comfortable with either company and both will do an excellent job.

Council asked if the plans had been reviewed and are ADA compliant. Marsh stated he couldn't answer that question. Council asked that staff talk with Sedgwick County inspection about what the requirements will be for a project of this size. Council also wanted more information about SCA, what projects have they done, what is the scope of that work, etc.

**8. Administrators Report**

- Street and drainage improvements for Chisholm Ridge Phase 3 are underway.
- Christmas Comes to Clearwater is December 1<sup>st</sup> from 5pm – 9pm.
- Interviews for the Senior Community Center Director have begun.
- City offices will close early on November 21<sup>st</sup> (day before Thanksgiving) at 3:00pm.

Papish asked if a search committee has been formed for the Emergency Service Director. Marsh stated no, but applications close next Friday and the search committee should be formed by next council meeting.

**9. Governing Body Comments**

Griffin had nothing to report

Palmer-Witt stated she will not be at the December 11<sup>th</sup> meeting

Papish stated she will be absent on December 11<sup>th</sup> and asked what the liability of the Mikesell property will be if going to another owner. Ussery stated the results could be the same as Chisholm Ridge where the new owner defaults on the taxes. Nothing is for certain what will happen, but the City will have an interest in the new owner.

Coon had nothing to report

Ussery recognized Clerk Courtney Meyer for her accomplishment of becoming a Certified Municipal Clerk in less than four years and also congratulated her on her upcoming graduation from the CCMFOA Institute.

**10. Adjournment**

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

**MOTION:** *Coon* moved, *Palmer-Witt* seconded to adjourn the meeting. Voted and passed unanimously.  
The meeting adjourned at 8:05 PM

**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 November 13, 2018 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 27<sup>th</sup> day of November 2018

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Courtney Meyer, City Clerk

**City of Clearwater  
City Council Meeting  
November 21, 2018**

**Item: Emergency Services Mayoral Appointment**

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**Background:** Per City Code all volunteers are to be appointed by the Mayor upon approval of the City Council.

**Analysis:** The Mayor is presenting the following individuals for appointment to Clearwater Emergency Services:

Stephanie Patrick - Paramedic

Mrs. Patrick is a Clearwater resident.

**Financial:** There is no financial consideration

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

**Recommendations/Actions:** Approve the requests for appointment

# Check Register Report

Date: 11/21/2018

Time: 1:18 pm

Page: 1

City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>EMPRISE BANK Checks</b>							
44497	11/28/2018	Printed		APS1	AAA PORTABLE SERVICES, INC.	RENTAL 10-14 - 11-10	70.00
44498	11/28/2018	Printed		AMA	AMAZON	STATEMENT	23.31
44499	11/28/2018	Printed		AMS2	ASSOCIATED MATERIAL & SUPPLY	ROAD GRAVEL	193.32
44500	11/28/2018	Printed		BBL1	B & B LUMBER	ELECTRIC HEATERS	101.10
44501	11/28/2018	Printed		BH01	BECKY C. HURTIG	STATEMENT	890.00
44502	11/28/2018	Printed		CPLP1	CENTER POINT LARGE PRINT	MATERIALS	133.02
44503	11/28/2018	Printed		EMP1	EMERGENCY MEDICAL PRODUCTS INC	SUPPLIES	432.77
44504	11/28/2018	Printed		HSB1	EMPRISE BANK	BOX RENT DUE	50.00
44505	11/28/2018	Printed		WWG1	GRAINGER	Pallet Racking	1,731.59
44506	11/28/2018	Printed		HIGH	HIGH TOUCH TECHNOLOGIES	CHANGE GREETING/SR CTR	119.33
44507	11/28/2018	Printed		HCCS	HUTCHINSON COMMUNITY COLLEGE	CPR CARDS/TRAINING/BOOKS	168.00
44508	11/28/2018	Printed		IRRIGATION	IRRIGATION BY DESIGN	WINTERIZE SPORTS COMPLEX	340.00
44509	11/28/2018	Printed		JHS1	J & H STORAGE	STATEMENT	65.00
44510	11/28/2018	Printed		LA LI	J. LARRY LINN	STATEMENT	860.00
44511	11/28/2018	Printed		LFP1	LEASE FINANCE PARTNERS	COPIER LEASE	538.77
44512	11/28/2018	Printed		MERI	MERIDIAN ANALYTICAL LABS, LLC	WATER ANALYSIS	155.00
44513	11/28/2018	Printed		METRO	METROPOLITAN AREA BUILD & CONS	B/E/M/P PERMITS OCTOBER 2018	383.02
44514	11/28/2018	Printed		MARC	MID-AMERICAN RESEARCH CHEMICAL	ICE BLOCK	162.23
44515	11/28/2018	Printed		NAT SIGN	NATIONAL SIGN COMPANY INC	Street Sign Replacement	1,345.00
44516	11/28/2018	Printed		PMS01	PAVING MAINTENANCE SUPPLY, INC	COLD PATCH BAGS	199.00
44517	11/28/2018	Printed		PEI	PERSONNEL EVALUATION INC.	PEP Billing 10/1/18 - 10/31/18	20.00
44518	11/28/2018	Printed		REC BK	RECORDED BOOKS, LLC	MATERIALS	100.80
44519	11/28/2018	Printed		RA01	RESERVE ACCOUNT	POSTAGE	300.00
44520	11/28/2018	Printed		RON	RON MARSH	MILEAGE KACM CONFERENCE	322.09
44521	11/28/2018	Printed		SWSC	SALINA WHOLESALE SUPPLY CO	2" FULL CIRCLE REPAIR CLAMPS	181.04
44522	11/28/2018	Printed		0004	SEDGWICK COUNTY ELECTRIC COOP	October Billing	1,503.49
44523	11/28/2018	Printed		TSN1	TIMES-SENTINEL NEWSPAPERS	SR DIRECTOR AD	36.00
44524	11/28/2018	Printed		TINA	TINA WELCH	MILEAGE	58.32
44525	11/28/2018	Printed		USAB1	USA BLUE BOOK	SUPPLIES	64.03
44526	11/28/2018	Printed		VER	VERIZON WIRELESS	STATEMENT	160.04

**Total Checks: 30**

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

**10,706.27**

**Total Payments: 30**

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

**10,706.27**

# Check Register Report

Date: 11/21/2018

Time: 1:18 pm

Page: 2

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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**Checks**

57	11/28/2018	Printed		HSB1	EMPRISE BANK	Ford F-150	3,155.00
58	11/28/2018	Printed		KDR1	KANSAS DEPARTMENT OF REVENUE	SALES TAX/OCTOBER	254.04

**Total Checks: 2**

**Checks Total (excluding void checks): 3,409.04**

**Total Payments: 2**

**Bank Total (excluding void checks): 3,409.04**

**Total Payments: 32**

**Grand Total (excluding void checks): 14,115.31**



To: Mayor and City Council

From: Gary Berger, Interim Fire Chief  
Esther Harp Interim EMS Director

Date: November 21, 2018

Re: Emergency Service Staff Report

- There have been no fire calls since the last council meeting
- There have been 5 ambulance calls since last meeting.
- EMS is still working on getting members credentialed.

To: Mayor and City Council

From: Bill Hisle  
Police Chief

Date: Nov. 27, 2018

Re: Police Department Staff Report

- 11/09 Assist SG CO S.O. – Non-injury Accident
- 11/10 Civil Matter
- 11/10 Dog at large
- 11/11 Dog at large
- 11/12 Assist Mulvane, mental subject originating in Clearwater
- 11/12 Disorderly Conduct, CIC
- 11/12 Assist SG CO S.O. – Non-injury Accident
- 11/12 Assist SG CO S.O. – Commercial Intrusion Alarm
- 11/14 Tobacco violation x 3, High School
- 11/14 Mental Subject
- 11/14 Vehicle Lockout
- 11/14 Animal at Large
- 11/14 Vehicle Lockout
- 11/14 Assist SG CO S.O. – Residential Burglary
- 11/14 Suspicious Activity
- 11/15 Harassment by Telecommunications Device
- 11/16 Suspicious Person
- 11/16 Vehicle Lockout
- 11/16 Traffic Complaint
- 11/18 Mental Subject
- 11/20 Assist Outside Agency, Forgery
- 11/20 Civil Call
- 11/20 Vehicle Lockout

To: Mayor and City Council

From: Ernie Misak, Public Works Director

Date: November 27, 2018

- Completed the street work/culvert project with back fill on NW corner of Third and Kansas.
- Pad for Storage Containers (Fire Dept) built at brush dump.
- Repaired heater at booster station (Diagonal Road)
- Replaced bay lights in Fire and EMS Building(s).
- Replaced lights in EMS Office and Conference
- Electrical completed for installation of backup power generator at City Hall/PD. Generator s/b installed this week or next.
- Worked to repair some alleyways.
- Fabricated windmill street mounts and installed one at Tracy and Ross intersection.
- Repaired and placed Christmas light decorations on street light poles, city hall and across street.
- Collected waste water samples and delivered to lab. Testing complete with the result of effluent BOD @ 29.6 (Permit limit is 30). Effluent TSS result @ 96.7 (Permit limit is 80) We have collected and delivered to lab another sample for analysis. Permit allows for multiple sampling with an average of the result. Depending upon outcome I may collect an additional if I believe that we can get an avg of 80 or below. Additional cost but a passing result is worth additional cost.
- Collected and passed Bacteriological Water Samples for KDHE monthlies.
- Read Meters and performed rereads for confirmation(s).
- Tentatively have scheduled a shutdown of the water tower on December 10<sup>th</sup> for blasting and painting of the inside for removal of rust and preservation of the tower metal. This was scheduled as a part of our Contract with Utility Service Inc. and will be done at no additional cost to the City. Project time frame is 4 to 6 weeks out of operation. The main effect may be fire protection without having a bulk of water approximately 150000 gal. FD will be notified. We ran test on November 20-21 utilizing our VSD drives that were installed at the wells that enabled us to operate our water system based on pressure vs. the level of water in the tower.
- Scheduled a KDHE POTW water system inspection for December 12<sup>th</sup>.
- Collecting bids for sewer manholes relining to be completed this year. Two vendors have measured: only one has responded as of November 20.

**City of Clearwater  
City Council Meeting  
November 21, 2018**

**Controlled Access for Emergency Services Building**

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**Background:** Council has approved the funds for controlled access to the Senior/Community Center, City Hall (including PD) and Emergency Services Building in 2019.

**Analysis:** The recent change in leadership as well as the discovery of how easy it is to gain access to the Emergency Services building, the Emergency Services leadership team and city staff are requesting to implement controlled access for the ES building in December this year. Three proposals were received for the overall project: HBD Technology \$27,640.00; Sandifer Engineering \$22,757.77 and File Safe \$16,421.00. Staff and Emergency Services leadership met with File Safe and the cost for the emergency services building is \$6698.00.

**Financial:** The cost will be covered in capital outlay and those funds will be replaced with the funds allocated in 2019 for the project.

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

**Recommendations/Actions:** Recommend approving File Safe for implementing controlled access at the Emergency Services building in the amount of \$6698.00.