

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
February 27, 2018
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; Yvonne Coon, Laura Papish, Shirley Palmer-Witt, Tex Titterington and Chris Griffin were present.

The following staff members were present:

Ron Marsh, City Administrator; Courtney Meyer, City Clerk; Bill Hisle, Chief; Scott Cooper, Director of Emergency Services; Cole Hollis, Public Works.

Others present: Savanna Gillesple, Mallory Hancock, Tessa Kramer, Ron Witt, Ruth Glenn, Allie Palmer

4. Approval of the Agenda

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated an executive session needed to be added between Item 13 and 14.

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

**Motion: *Griffin* moved, *Papish* seconded to accept the February 27, 2018 agenda as modified.
Voted and passed unanimously.**

5. Public Forum

Leigh Sizemore, 230 Gorln, announced the 2nd annual Love Clearwater project. She stated, instead of 1 large project the group will be doing many small projects in one day. She said the projects can be for inside and outside. People can sign up or nominate people for these projects by filling out a form that will be located City Hall and the Senior & Community Center. Not only will people be able to sign up to have work done people will be able to sign up to volunteer. They will try and match volunteers to the projects.

The Love Clearwater day will be Saturday April 28th from 8am to 5pm.

6. Approve Consent Agenda

Minutes January 23, 2018 Council Meeting Minutes

Mayoral Appointments

Jeanne Pace – Emergency Services as Administrative Assistant

Elizabeth Riddel-Kindle - EMT

Mayor Ussery asked if there was any discussion on the items.

Griffin stated he would like to discuss Item 6b.

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

Motion: *Titterington*, moved, *Griffin* seconded to approve the consent agenda as modified. Voted and passed unanimously.

7. Staff Reports

Administration – Ron Marsh

- **Reminder: Curbside City-wide cleanup will be April 21st. All Items must be at curbside by 7:00 am.**
- **Still looking for people to serve on PAV, Library Board and Historical Society Board**
- **We have received 2 responses to the RFT for the Planning Walkable Places Study. Selection committee meets March 7th to begin selection process**
- **SKT will be connecting City Hall & PD to fiber on 2/28**
- **KMIT conducted the annual audit earlier this month and due to the efforts of the City staff, Clearwater has achieved Gold status giving us 5% off our worker compensation insurance**
- **As a follow-up to the email I sent to the Governing Body last week, please let me know if there is anything in particular you would like to see done or budgeted so staff can get costs/ prices/ etc. prior to the budget workshop.**

PD – Bill Hisle

- **On February 21 a burglary and theft happened. Lieutenant Gearhardt was able to identify the suspect and apprehend them. All burglarized cars were left unlocked by the owner.**
- **Hoover will be graduating from the academy on March 30th at 1pm**
- **Talked with Mr. Becker about school safety and taking a more active approach it.**

Emergency Service – Scott Cooper

- **11 EMS calls – 8 transports, 2 refusals, 1 assist**
- **1 fire call that was mutual aide**
- **Working on grants**
- **Still working on finding a new brush truck for the department**
- **Michael Cowherd passed EMT course**
- **Looked into if refusals have increased since ambulance charges started and there is no significant increase since billing started.**
- **The fire alarm at the school that didn't get to dispatch was explained that the principal reset the alarm before it was transmitted out for dispatch.**

Public Works – Cole Hollis

- **Ponds passed the TSS but failed the BOD. The BOD was close enough to a pass that they'll re-test and be able to combine both results to see if it will pass.**

Council pointed out that the paint at the crosswalk is done and would like it repainted or another application that will last longer.

6B Appointments

Administrator Marsh read off the appointments for Council.

Griffin asked why a position description was attached when council should just be appointing the people. There was no mention of approving a position description.

Marsh answered the description was included as a reference for anyone who wanted to know what an administrative assistant duties are for Emergency Services.

Mayor Ussery called for a motion to recess into executive session pursuant to non-elected personnel to discuss specific personnel matters, to include the City Administrator and the City Attorney. The City Council will reconvene the open meeting in the City Council Chamber at 7:03 p.m.

Motion: *Coon* moved, *Palmer-Witt* seconded to recess into executive session. Voted and passed unanimously.

Mayor Ussery reconvene the meeting at 7:03pm and stated there was no action taken in executive session

Mayor Ussery stated there is a modification in the appointments. The appointments are to include Elizabeth Riddel-Kindle as EMT for the Emergency Services. Mayor Ussery asked to rework the job description for administrative assistant.

Motion: Palmer-Witt moved, Papish seconded to approve the appointment. Voted and passed unanimously.

8. Park Advisory Board Ordinance 1040

Marsh explained the ordinance is to re-establish the Park Advisory Board.

Motion: Griffin moved, Papish seconded to adopt ordinance 1040. Coon, yea; Papish, yea; Palmer-Witt, yea; Titterington, yea; Griffin, yea.

9. Park Advisory Board By-Laws

Marsh explained the City Council needs to adopt the by-laws that the Park Advisory Board will be governed by. The PAB currently has two members appointed by the mayor and approved by Council. Once a quorum of members has been appointed and approved the PAB will meet to adopt the by-laws.

Motion: Griffin moved, Coon seconded adopt the Park Advisory Board by-laws. Voted and passed unanimously.

10. Recodification of City Code Ordinance 1041

In 2017 the Governing Body budgeted to have the City Code recodified.

Through the recodification process the attorney assigned to Clearwater was able to identify out of date ordinances, ordinances that contradicted new ordinances, ordinances that were repeated in different sections, and update out of date language.

The new code has shipped, and new code books will be distributed. When the new ordinance is adopted the updated code will be published on the Municode website.

Marsh stated the legal has reviewed the new code and approves of the changes. Parker did state there are some minor changes that he would like to see changed in future modifications.

Parker explained the ordinance can be adopted now and any modification that need to be made can be made through ordinances.

Mayor Ussery asked that all questions regarding the new code should be directed to staff for them to look into.

Motion: Palmer-Witt moved, Papish seconded to adopt ordinance 1041 for the recodification of the city code. Voted and Passed unanimously.

11. Request for Annexation Resolution 7-2018

A consent for annexation and request to connect to city water was received on February 26, 2018 for the property located at 8010 Butterfly Street in the Prairie Meadow Addition.

At this time, Council will need to adopt a resolution requesting Sedgwick County to accept the consent for annexation for the property located at 8010 Butterfly Street in the Prairie Meadows Addition.

Once the County has the consent and the resolution the process could take between 30 – 45 days depending upon actual meeting dates.

Motion: Titterington moved, Griffin seconded to adopt resolution 7-2018 accepting the request for annexation for 8010 Butterfly Street. Voted and passed unanimously

12. Claims and Warrants

Meyer stated that the claims and warrants were \$110,870.91. Meyer stated that approximately \$50,000 is for bond payments and \$28,000 is for the budgeted SCBA purchase.

Motion: Papish moved, Coon seconded to pay the claims and warrants as presented. Voted and passed unanimously.

13. Council Reports

Griffin had nothing to report

Titterington stated he attended the Town Hall Meeting. He stated through the discussion it was mentioned the Senior Center will be considered for more funding.

Palmer-Witt asked what the city's ice and sand procedure is. Marsh stated he is working through the procedure. The day of ice was when public works was reading meters. Marsh said there should have been one person pulled off of meters to sand the roads. The sand will not be neglected in the future.

Palmer-Witt also asked how many volunteers the city has on the fire and EMS department. Cooper answered approximately 25 on fire and 10 on EMS.

Coon asked if there could be crosswalks painted in the 1st block of Ross and also identify the handicap stalls more clearly.

Mayor Ussery asked that if staff is looking at crosswalks in this section of downtown, to evaluate and identify all crosswalks.

Papish had nothing to report

Ussery stated the city has received letters that have been sent anonymously. He wanted to say that any the governing body's phone numbers, address and email is posted on the city's website. They can be reached by social media. He said the city is not obligated to respond to all complaints, especially anonymous ones, however some of the complaints have made points to consider.

Mayor Ussery wanted to state that if a resident has a complaint they need to stand behind it. Anonymous complaints will not be recognized. He encourages individuals or groups to reach out personally to City staff or the Governing Body if they have complaints or concerns.

INSERT Executive Session

Mayor Ussery called for a motion to recess into executive session pursuant to non-elected personnel to discuss specific personnel matters, to include the City Administrator and the City Attorney. The City Council will reconvene the open meeting in the City Council Chamber at 7:50 p.m.

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

Mayor Ussery reconvened the meeting at 7:50 pm stating there was no action taken in executive session.

14. Executive Session

Mayor Ussery called for a motion to recess into executive session pursuant to the financial affairs or trade secrets of a second party to include the City Administrator. The open meeting will reconvene in the City Council Chamber at 8:05 p.m.

MOTION: *Titterington* moved, *Palmer-Witt* seconded to recess into executive session. Voted and passed unanimously.

Mayor Ussery called the meeting back to order at 8:05 PM stating there was no action taken in executive session.

15. Adjournment

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

MOTION: *Palmer-Witt* moved, *Griffin* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:07 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 February 27, 2018 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 13th day of March 2018

Courtney Meyer
Courtney Meyer, City Clerk



