

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
March 9, 2021
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

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 (phone), Chad Pike, Crystal Walter and Justin Shore were present.

The following staff members were present:

Ron Marsh, City Administrator, Courtney Zollinger, City Clerk, Cole Hollis, Chadd Posch, Kirk Ives, Jared Dinwiddie.

3. Approval of the Agenda

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated no. Mayor Ussery called for a motion to approve the agenda as submitted.

Motion: *Walter* moved, *Shore* 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.

02/23/21 Minutes
Claims and Warrants

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

6. Staff Reports

- a. Clerks Office – Courtney Zollinger – Council had no other questions.
- b. Fire Department –Jared Dinwiddie –Mayor Ussery pointed out that in the staff report it says there have been 7 called to date that Clearwater has been unable to respond to and that is to date since conversion to Sedgwick County Rapid Response Vehicle started. Council had no questions.
- c. Police Department – Kirk Ives – Pike asked how the golf cart registrations were going. Ives report slow but good. Pike suggested putting a reminder in the utility bill. Council had no other questions.
- d. Park – Chadd Posch – Council had no other questions.

- e. Public Works – Cole Hollis – Griffin asked for an update on the generator. Hollis reported that the repair company is still waiting on a wiring harness from the manufacturer. Council had no other questions.

7. Business

a. Approve Comprehensive Plan Update Recommendation from Planning

The current Clearwater comprehensive plan was completed in 2006. K.S.A. 12-747 authorizes City Planning Commission to update comprehensive plans for approval by the Governing Body.

Recognizing the need to update the Clearwater plan, the Planning Commission sent out an RFP to four vendors. Two vendors replied, Professional Engineering Design (PEC) and Foster Design Associates. After reviewing the submissions at the January 2021 meeting, the Planning Commission asked the two vendors to present their plans to the Commission at the February 2021 meeting. After hearing from both vendors, at the March 2, 2021 meeting the Planning Commission discussed and reviewed the submissions and voted to recommend one for approval by the City Council.

The proposed costs are:

PEC: \$50,000.00

Foster Design Associates: \$11,595.00

Through the budget process Council approved \$50,000 for the Comprehensive Plan update in the 2021 budget. The recommendation is to hire Foster Design Associates at a not to exceed cost of \$25,000. This allows for unexpected or unforeseen developments that need to be addressed and still saves the City \$25,000.

Staff recommends approving the Planning Commission recommendation to hire Foster Design Associates for the Comprehensive Plan Update at a cost not to exceed \$25,000. The recommendation is based on the years of experience helping small cities with comprehensive plans, price, and the Planning Commission’s belief that Foster Design would be a better fit for Clearwater.

Council asked how long the process would take. Marsh said he thought possibly 12 months.

Council would like to see a deliverable with a time frame and not open ended.

Motion: *Walter* moved, *Shore* seconded to hire Fosters Design Associates with a price not to exceed \$25,000. Voted and passed unanimously.

b. Park Advisory Board City Park Shelter Update

At the June 30th Council workshop, in a discussion on how to proceed with funds from the sale of land in the business park, Council directed staff to begin putting together costs for new shelters at City Park. At the November 24, 2020 Council approved to hire PEC as the landscape architect for the shelter project.

PEC prepared designs layouts for the Park Advisory Board to review and the Park Advisory Board has agreed on a layout. The next step in the process will be for PEC to put together construction documents and engineers estimates. These tools will be used in the bid process for the project.

PEC will work to have documents prepared by April 1· 2021. The Park Advisory Board is set to meet April 8th to review the information before it is presented to council on April 13th.

After the engineer’s estimates are presented, we will evaluate the best course of action for the project.

There is no action required today unless council would like to see changes made to the design.

Council reviewed the drawing and did not see a need to recommend changes.

8. Administrators Report

- The weather has delayed work on Yvonne Dr. Kansas Paving has until mid-April to finish the project.
- McCullough Excavating is relocating the water line this week. The County does not anticipate starting the bridge project until the first of April. We will put out notice on the website and FB page when we get the start date.
- Terracon began collecting core samples today for the street assessment survey.
- Council is reminded of the Council workshop on March 30th from 6:30 – 8:30.

9. Governing Body Comments

Griffin had nothing to report.

Palmer-Witt had nothing to report.

Shore commented that he felt the joint meeting was very helpful. He also reported he went to the home show and Haysville and Valley Center had very impressive booths there and maybe it something Clearwater should look into.

Walter asked about the smell that was in town. Hollis reported that the sewer ponds iced over and as the ice is melting it is causing an odor. It will be gone a couple of days.

Pike asked if there were online payments available since utility bills were now emailed. Zollinger said you can pay online through our website or sign up for auto-draft payments.

Ussery had nothing to report.

10. Executive Session: K.S.A. 75-4319(b) For the preliminary discussion of the acquisition of real property

MOTION: *Pike* moved; *Shore* seconded to recess into executive session to discuss the acquisition of real estate to include the City Attorney and City Administrator. The open meeting will reconvene in the City Council Chamber at 7:41 p.m. Voted and passed unanimously.

Mayor Ussery called the meeting back to order at 7:41 and stated there was no action taken in executive session and asked council to recess back into executive session to continue the discussion.

Mayor Ussery stated that bid for financial assistance was sent to the two-local bank in Clearwater, Home Bank and Emprise Bank. Home Bank declined to bid on the request and Emprise offered a 15-year lease payment at 2.47% for the purpose of future real-estate purchase.

MOTION: *Shore* moved; *Walter* seconded to accept the Emprise Bank proposal of 15-year lease payment at 2.47%. Voted and passed unanimously.

11. Adjournment

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

MOTION: *Griffin* moved; *Pike* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:48 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 March 9, 2021 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 23rd day of March 2021

Courtney Zollinger, City Clerk