

**City of Clearwater, Kansas**  
**Sedgwick County**  
**City Council Meeting - MINUTES**  
**March 27, 2018**  
**Clearwater City Hall – Council Chambers**  
**129 E. Ross Avenue Clearwater, KS 67026**

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**1. Call to Order**

Mayor Ussery called the meeting to order at 6:30 p.m.

**2. 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 and Councilmembers; Laura Papish, Shirley Palmer-Witt, Tex Titterington and Chris Griffin were present.

Yvonne Coon was absent.

The following staff members were present:

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

Others present: Carl Fry, Kurtis Lauterbach, John Haas, Dakota Cowherd, Ruth Glenn, Levi Macy.

**4. Approval of the Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated item 12 executive session needed to be stricken and insert above 9a Wayne Berntsen would like to address council on behalf of the Clearwater Recreation Commission.

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

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

**5. Public Forum**

None

Councilmember Yvonne Coon enters at 6:31

**6. Approve Consent Agenda**

Minutes March 13, 2018 Council Meeting Minutes  
Consider Fire Fighter Retirement – Gerald Ready  
Authorize hiring of Public Works seasonal employee

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

**7. Claims and Warrants**

Meyer stated that the claims and warrants were \$27,995.94.

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

## **8. Staff Reports**

Public Works – Ron Marsh reported for Director Ernie Misak

- Public works is still working on the ditch on Kansas between 2<sup>nd</sup> and 3<sup>rd</sup>.
- Soccer fields were mowed. Still need to get with Steve Hatfield regarding grass.
- Cattails were burned at the Chisholm Ridge ponds. KDWP stated that a 1/3 of the cattails need to be left to help attract wildlife.
- March sewer sample did fail.

PD – Bill Hisle

- Hoover graduates on Friday at 1pm from KLETG

Chris Griffin asked if there was anything that the police department could do about the car thefts. Chief Hisle stated that all the vehicles that were burglarized and stolen were left unlocked by the owner and keys left inside. He advised people to lock their car doors.

Emergency Service – Scott Cooper

- 8 EMS Calls – 4 transfers; 1 refusal; 1 no response because 2 calls came in at the same time and one was dispatched to Sedgwick County.
- 5 fire calls – 1 brush fire; 4 misc. calls
- Auction for radios and old compressor closes tomorrow.

## **9. Business**

### **INSERT – Wayne Bernitsen, Clearwater Recreation Commission chairperson**

Wayne stated the Rec Commission would like to make Beki Zook, Rec Director, a full time Rec employee instead of split 50/50 with the City. Wayne stated the city currently spends approx. \$39,000 on Beki for the City's portion of the salary and benefits. Wayne explained there is an Employee Benefit Fund that will help Rec commission pay for Director benefits. Wayne explained the Rec has a lot of plans for Beki and will need her to work 100% of time for the Rec and the Rec will be able to fund her full salary.

Council discussed and asked what gap will her duties be leaving for the city? Marsh explained that Zook spends the majority of her time with the Rec and supplementing her duties will not be an issue for the himself or Public Works.

After discussion council agreed to give the Recreation Commission the go ahead to move forward and get their questions answered regarding taking over 100% of the Rec Director salary.

### **a. Consider an Ordinance Annexing 8010 Butterfly St Into City Limits**

Last month the city received and approved a Consent for and Petition to Annex into the corporate limits of the City of Clearwater from the property owners at 8010 Butterfly Street. The property is part of the Prairie Meadows Estates Sub-division and as such is required to petition for annexation to receive city water service. At the February 27, 2018 meeting the Governing Body did adopt Resolution 7-2018 finding it advisable to annex the referenced property. That resolution was subsequently sent to the Sedgwick County Board of County Commissioners pursuant to state statute. At their March 21, 2018 meeting the Sedgwick County BOCC did adopt a resolution allowing the city to annex the property pursuant to state statute.

Sedgwick County BOCC has approved the release for annexation. A separate Ordinance needs to be adopted officially annexing the property into the city.

**Motion:** *Griffin* moved, *Titterington* seconded to adopt ordinance 1042 annexing 8010 Butterfly St into the City limits. Coon, yea; Papish, yea; Palmer-Witt, yea; Titterington, yea; Griffin, yea Voted and passed unanimously.

**b. Consider Petition for Improvements for Chisholm Ridge Phase 3**

Wanting to build on the momentum of the success of Chisholm Ridge Phase 2, Staff worked with the City's Bond Attorney, Kevin Cowan and Financial Advisor, John Haas to initiate the process of making Improvements in phase 3.

Water \$154,810  
Streets \$469,627  
Sewer \$95,331  
Drainage \$50,231

Water, streets and sewer Improvements will be assessed equally by lot in the Improvement district. The drainage Improvements will be paid by the City.

The overall cost of the Improvements is \$769,999, of which \$719,768 will be assessed to each property.

John Haas explained that staff directed him to set up temp notes with 3-year financing. This will give the city 3 years to sell the lots prior to having to pay specials themselves. John went through the calendar for closing of the temp notes and stated the closing date will be June 1, 2018. This meeting council will accept a petition to move forward with the Improvements for Chisholm Ridge phase 3. The next meeting will be a resolution authorizing the project and a resolution calling for a temporary note sale.

**Motion:** *Titterington* moved, *Palmer-Witt* seconded to accept the petition for Improvement for Chisholm Ridge Phase 3. Voted and passed unanimously.

**c. Consider Ambulance Fee Reduction**

The Governing Body asked Staff to review the ambulance billing fee after one year and recommend any changes that Staff felt was necessary.

Staff reviewed billing for 2017 looking at amount billed, collections and insurance contract adjustments. After discussions with our billing company Dellsa and the Emergency Services Director, Staff recommends reducing the amount billed per service as shown in the following table:

Call/Service Type	2017 Rate	2018 Recommended Rate
ALS 2	\$1500	\$700
ALS 1	\$1200	\$600
BLS 2 (Emergency BLS)	\$850	\$500
BLS 1	\$750	\$450
Transfer	\$500	\$275
Mileage	\$18/mile	\$13/mile

The recommended rate for 2018 better reflects what the City collects based on insurance contract adjustments. It also represents a more accurate figure for budget purposes and for the Public.

City billed \$156,772.20 for ambulance services in 2017

For the city to bill the insurance company, the City agrees to accept insurance adjusted rates for ambulance services

Each insurance rate differs for various reasons:

employer

Participant plan

history

\$94,703.64 was adjusted from the above total (60%)

Leaving \$62,068.56 the city could actually collect (40%)

City Collected \$49,359 in 2017 (80%)

Papish pointed out that if we lower our rates too much and insurance starts to pay more than the city might not be able to recoup as much back from the insurances as possible.

Council discussed and decided to not adjust rates at this time but asked staff to bring this information back up in January 2019.

#### **10. City Administrators Report**

Reminder: Curbside City-wide cleanup will be April 21<sup>st</sup>. All items must be at curbside by 7:00 am.

Reminder: 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.

The strategic planning workshop tentatively scheduled for April 14<sup>th</sup> will be rescheduled.

The selection committee for the Planning Walkable Spaces RFP met March 15<sup>th</sup> to interview the 2 companies that submitted RFP's, Vireo and SE3. After interviews and reference checks the committee selected Vireo to conduct the study. They will start in mid-May and as part of the study will hold a couple of community meetings to gather input from citizens.

We continue to receive an increase in nuisance complaints, particularly regarding inoperable cars on private property. As noted last meeting, staff is launching an information campaign to educate and inform citizens about nuisances and what is permitted and not permitted. The city newsletter will be dedicated to this topic in the next water bill as well as posting the information on the city website and FB page to reach as many people as possible. After a 30-day period to self-correct violations, remaining violations will receive a warning notice (10 days) and then abatement notices and citations will be issued.

The Chamber has reached out about the Welcome signs at K-42/135<sup>th</sup> St. and US 81/103<sup>rd</sup> St. Once they get costs finalized they will be coming to ask the Governing Body for monetary assistance. The City does not have anything budgeted in 2018 for these signs, however the City Capital Improvement fund could be used.

Courtney and I will be at the Kansas Rural Water Association Conference Wednesday & Thursday.

I will be out next week from Tuesday afternoon through Friday.

#### **11. Governing Body Comments**

Coon had nothing to report

Papish reminded everyone the Art Walk will be April 6<sup>th</sup> at 7pm. She also asked if there has been questions about having a beer garden. Marsh stated he is looking into that. Papish also asked if 12 cones could be set out for the Art Walk to mark the locations of art.

Palmer-Witt had nothing to report

Titterlington asked if there was an increase in dogs running at large? Chief Hisle stated that he has not noticed an actual increase.

Griffin had nothing to report

Ussery had nothing to report.

**12. 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 7:53 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 March 27, 2018 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 10<sup>th</sup> day of April 2018

  
Courtney Meyer, City Clerk



