

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
May 11, 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 (phone), Chad Pike, Crystal Walter and Justin Shore were present.

Shirley Palmer-Witt was absent

The following staff members were present:

Ron Marsh, City Administrator, Courtney Zollinger, City Clerk, Cole Hollis, Jared Dinwiddie, Kirk Ives, Amber Ives, Justin Patrick.

3. Approval of the Agenda

Mayor Ussery stated item 11 needed removed and item 8g: Appoint Interim City Administrator needed added.

Motion: *Walter* moved, ***Pike*** seconded to accept the agenda as modified. 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

Fireworks Stand Permit

Approve Hiring – Court/ Office Clerk

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

6. Staff Reports

a. Clerks Office – Courtney Zollinger – Council had no questions.

b. Fire Department –Jared Dinwiddie –Council had no questions.

c. Police Department – Kirk Ives – Chief Ives informed Council that Sergeant Harp will be stepping down as School Resource Officer at the end of this school year. Council had no questions.

d. Park – Chadd Posch – Council had no questions.

e. Public Works – Cole Hollis – Council has no questions.

- f. Senior Center – Amber Ives – Shore asked if there will be a report of how many people were vaccinated after Sedgwick County comes down. Ives report that she hopes they will be able to provides data. She does know that they will be bringing 90 doses.

7. Auditor's Report

Eric Meyer, GBN, Inc. reported the 2019 and 2020 financial statements for the City.

8. Business

a. Quit Claim Deed – Jordan Lauer

In 2019 Jordan Lauer (Lauer Auto) bought Lot 1, Block 4 in the Clearwater Business Park. During discussions, Lauer asked if the City would be willing to sell just the north half of the lot. The south half of the lot is all trees, and they did not need the entire lot to start.

Clearwater agreed to split the lot through our zoning regulations with the understanding that Jordan Lauer would eventually assume the lot from the City.

The lot does not hold any value to the city, and it is not marketable to anyone else. The lot split allowed Lauer to develop a portion of the lot and pay improved taxes on only half since other half is all trees and not able to build on.

The Quit Claim Deed is a simple, efficient way to transfer property.

Motion: *Shore* moved, *Walter* seconded to sell the lot Jordan Lauer and execute the quit claim deed. Voted and passed unanimously.

b. Fireworks Discharge Permit – Victory Pyrotechnics

Victory Pyrotechnics has requested a firework discharge permit for May 22, 2021. The company is conducting training for new employees and would like to conduct a 3–5-minute show for hands on training. They would advertise and promote the show as they desired.

They would fire from the sports complex parking lot and will coordinate with Clearwater Fire Department.

Victory's general liability insurance policy of \$3M will be in effect for this event.

Council asked staff to make sure to notify the residents so they are aware of the event.

Motion: *Pike* moved, *Shore* seconded to approve the discharge permit for Victory Pyrotechnics. Voted and passed unanimously.

c. Annual Mayor Appointment

Per State Statute and Clearwater Municipal Code, the Mayor is required at the first meeting in May to appoint the following city officers for the City:

State Statute 15-204 requires the Mayor appoint a City Clerk, Treasurer, Freedom of Information Officer, Municipal Judge, Chief of Police and Law Enforcement Officers (City Code 22-19, 22-20).

City Code requires the Mayor appoint a Fire Chief (14-20) and Emergency Management Coordinator (12-23).

City Code, Chapter 2 Article 4, requires the Mayor appoint members of the Planning Commission, Senior Community Advisory Board, Public Building Commission, the Park Advisory Board and two

representatives to the Chisholm Trail Recreation Commission to staff each entity or fill vacancies. Appointments are also done to fill vacancies as they occur throughout the year.

The mayor also will reappoint all volunteer members of the Fire Department at the first meeting in May. Volunteers are also appointed throughout the year as they join the service.

Motion: Shore moved, **Pike** seconded to approve the annual Mayoral appointment. Voted and passed unanimously.

d. Compensation Plan Ordinance

At a previous council meeting it was presented to that according to our city code 2-71 municipal employees will be compensated pursuant to a pay plan approved by the City Council which will be reviewed at least annually in January of each year (Ordinance 1013, 2016). The city currently adopts a salary resolution each year. The salary resolution is for a specific person in a specific job. He explained that it is a very inflexible structure, it creates inconsistencies and confusion when hiring new employees. This method is also uncapped which is unsustainable; largest expenditure is salaries.

Through that discussion council agreed and asked for staff to come back with an ordinance addressing the concern.

Ordinance 1066 establishes a pay range plan for city employees by amending section 2-71 of the code that reads "all city employees will be compensated pursuant to a pay range plan outlined by resolution, in accordance with the Personnel Policies Manual"

Motion: Walter moved, **Pike** seconded to adopt ordinance 1066. Voted and passed unanimously.

e. Compensation Plan Resolution

In conjunction with the new ordinance council needs to adopt the pay range plan resolution as presented at the March 30 council meeting

Motion: Shore moved, **walter** seconded to resolution 04-2021 Compensation Pay Range Plan. Voted and passed unanimously.

f. Senior Center Monument Sign

Staff has been budgeting to install a sign in front of the Senior Center since 2018. The Center currently does not have anything identifying in front of the building, and it has been mistaken as the central office for the Senior Residences (Mennonite Housing) that surrounds the building. As more events and activities are being scheduled at the Center, we believe it is important to have proper signage at the building.

Working with a Wichita sign company we were able to get a drawing and quote on a monument sign that would complement the area and identify the building as the Center for seniors.

Amber worked on different sign designs and we consulted with a sign company to come up with a sign to move forward with.

We did obtain 2 quotes for the sign; Nu Line Sign - \$12,197 and George Lay Sign - \$14,000

Staff recommends going with NuLine Sign for the Senior Center monument sign

Motion: *Pike* moved, *Walter* seconded to approve the new sign design and hire NuLine for the project. Voted and passed unanimously.

g. Appoint Interim City Administrator

Mayor Ussery stated that Ron Marsh's last day in the office will be May 21st and asked for City Council to appoint City Clerk Courtney Zollinger as Interim City Administrator until the position is filled.

Motion: *Walter* moved, *Shore* seconded to appoint Courtney Zollinger as Interim City Administrator. Voted and passed unanimously.

9. Administrators Report

- Kansas Paving started laying the final lift of asphalt today. Once it's complete, there is about 3 days before traffic can drive on it. Traffic control will also be put in place and Everyg will be installing streetlights.
- Reminder the Kansas League of Municipalities Leadership Summit/Mayors Conference is June 18-19 in Lawrence. Let Courtney know if you are interested in going.
- On May 10th the U.S. Treasury finally launched the America Rescue Plan Act (ARPA) which includes recovery funds due to the Coronavirus. The state should be receiving their allotment within 60 days and then has another 30 days to send on to municipalities. We will receive ½ of our calculated allotment initially and the second ½ 12 months later. We will have until December 31, 2024 to use the funds.
- The City is also applying for the CDBG-CV funds again. This is round 3 and I have been working with SCKEDD to get our paperwork done. Council should see a resolution next meeting to authorize applying for those funds.

Ron took the time to thank the Mayor and all his staff he has worked with the past 3 ½ years and told them how much he appreciated them.

10. Governing Body Comments

All council thanked Ron for his dedication to Clearwater and for everything he has done. He will be missed.

Griffin had no other comments

Shore had no other comments

Walter had no other comments

Pike had no other comments

Ussery had no other comments

11. Adjournment

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

MOTION: *Shore* moved; *Pike* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:36PM

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 May 11, 2021 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 25th day of May 2021.

Courtney Zollinger, City Clerk