

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
June 9, 2020  
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; Justin Shore, Shirley Palmer-Witt, Chris Griffin, and Chad Pike were present.

Yvonne Coon was absent.

The following staff members were present:

Ron Marsh, City Administrator, Courtney Meyer, City Clerk, Chadd Posch, Jared Dinwiddie, Kirk Ives, Ernie Misak, Austin Parker.

**3. Approval of the Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated items 8b, c, d and item 11 are all added to the agenda.

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

**Motion: *Shore* moved, *Palmer-Witt* seconded to accept the agenda as modified. Voted and passed unanimously.**

**4. Public Forum**

Brian Bergkamp introduced himself to council as the 93<sup>rd</sup> District candidate.

**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: 06/09/20  
Claims and Warrants

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

**6. Staff Reports**

**a.** Police Department – Kirk Ives –Chief Ives introduced the new Police Officers. Zach Nolan is currently at the academy, Michael Pickens has over 20 years’ experience, and Justin Jacks over 9 years’ experience. The Police Department is now up to full staff. Council asked how the department incorporating new training changes is. Chief Ives states he has a Chiefs meeting every week and most of the training has been postponed. In addition, the required number of hours for continuing education has decreased form 40 hours to 20 hours.

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

- c. Public Works – Ernie Misak –Misak stated on his council report the TSS was 84 not 94 but it still isn't a passing number. He stated Andale is not passing either with the changes they have made to their ponds. There are several others that are having the same problems. Misak believes it could be algae. City has been given permission to eliminate the fish. Council had no other questions.
- d. Parks & Maintenance – Chadd Posch –Council had no other questions.

## 7. Business

### a. Consider Pavement Engineering Study

During the Public Works budget presentation it was determined that in order to adequately budget and plan for both major and minor road improvements in Clearwater, an engineering study to assess the condition of the pavement needed to be completed.

The study would use a classification system to determine the condition of the roads from poor to good. Staff would be able to better allocate funds towards the roads most in need of repair and put together a street plan to address each road in the City. This would be a proactive approach to addressing road maintenance and transition from a reactive band aid method.

Certified Engineering Design has provided a quote of \$8377.00 to conduct the study. Not included in this cost is core sampling to determine pavement thickness and subgrade material. Knowing the pavement thickness and subgrade material provides insight into how, when and why a road may fail and provides a better overall assessment of the road. Core sampling costs between \$30-\$50 per core. Estimating 82 cores would be \$4100 plus engineers cost of 10%. To allow for additional cores as needed staff recommends allowing \$5000 for core sampling.

Certified Engineering Design has done pavement engineering studies for several cities in the area. Included in your packet is the study done for the City of Halstead, KS. The spreadsheet includes estimated costs to repair each road. A color-coded map is also provided for a snapshot look at the City as a whole.

Cost to the City would be \$8377 for the study; \$5000 for the core sampling and \$1500 for any additional work that may be needed. This is a total of \$14877.00.

Marsh is requesting the authorization to spend up to \$15000.00 for the pavement engineering study. The funds would come from equipment reserve discretionary fund.

Marsh indicated that this will provide the city with an opportunity to put a five to six year plan in place for streets

Council questioned why the core sampling fluctuates. Logan Mills explained that it depends on the company that is hired to do the core sampling. Another option would be for the City to rent a core machine and pull samples ourselves.

**Motion:** *Palmer-Witt* moved, *Pike* seconded to hire Certified Engineering and Design to do a pavement engineering study and cost not to exceed \$15,000. Voted and passed unanimously.

### b. Consider Resolution 08-2020 Determining the Advisability of the Making of Certain Internal Improvement in the City of Clearwater (Street, Water and Sewer/ Park Glen Estates Addition – Phase 2)

Marsh stated that Shaun Weaver, Weaver Ventures, submitted a petition proposing the internal improvements for Park Glen Estates be made. The details of the resolution can be found in the

Clerk's Office.

Method of Assessment – Street and Water will be equally per lot and Sanitary Sewer will be equally per linear foot. 100% of the costs of the Street, Water and Sewer Improvement will be assessed to the Improvement District. 100% of the costs for the Secondary Entrance will be assessed to the City-at-large

**Motion:** *Shore* moved, *Pike* seconded to approve resolution 08-2020 determining the advisability of the making of certain internal improvement in the City of Clearwater (Street, Water and Sewer/ Park Glen Estates Addition – Phase 2). Voted and passed unanimously.

c. **Consider Engineers Contract for Construction of Improvement to Park Glen Estates Phase 2**

Marsh would like to formally contract with CED as the Engineer for the Park Glen Estates Phase 2 project. The cost will not exceed \$78,973 and will be paid through the temporary notes.

**Motion:** *Palmer-Witt* moved, *Shore* seconded to authorize the Mayor to enter into agreement with Certified Engineering and Design for construction of improvements to Park Glen Estates Phase 2. Voted and passed unanimously.

d. **Consider Engineers Contract for Construction of second access road to Park Glen and Park Glen Estates**

Marsh would like to formally contract with CED as the Engineer for the second entrance into Park Glen and Park Glen Estates. The cost will not exceed \$56,672 and will be paid through the temporary notes.

**Motion:** *Shore* moved, *Pike* seconded to authorize the Mayor to enter into agreement with Certified Engineering and Design for construction of second access road to Park Glen and Park Glen Estates. Voted and passed unanimously.

e. **Sidewalk Discussion**

Mayor and Administrator Marsh explained that the City needs to develop a sidewalk policy. The topics that will be covered will be when and if the City will repair the sidewalk, will the City enforce the state statute that states the property owner is responsible for maintaining the sidewalk. When developing the policy, the City staff will review what other Cities have as their policy and see if their policies would fit well with Clearwater.

Council asked for staff to consult with other cities to see what their sidewalk policies are and to come back next meeting to discuss the findings.

f. **Revenue of Real Estate Sale and Budget**

Meyer shared with Council the budget as it sits without the final discussions and making sure all the totals line up. As it sits now it is showing a 6.9 increase request to the Mil.

Mayor Ussery addressed the staff when reviewing their budget for the final time, do not have costs budgeted that you don't have plans to use in 2021. Mayor Ussery feels that staff should push hard to have a 2-4 mil increase at max. That means that each department should look at cutting around 2%

Budget Workshop is set for June 30, 2020 at 6:30PM

8. **Administrators Report**

- Per our contract with Waste Connections for trash and recycling services, our cost rises \$.40 each year. Waste Connections contacted us last week and informed us that they had made a mistake and

raised the recycle rates \$.40 this past year. To offset that error, our rates will not be increasing in 2021 and we will be able to reduce the recycling fee to citizens from \$6 to \$5.

- Staff did apply for the CARES Act Fund through Sedgwick County. We have not yet heard if we will receive the grant funds to offset costs due to COVID-19.
- Our Community Development Block Grant council approved last meeting was submitted to the State on 6/15/20.
- Sedgwick County Health Department will be at the Senior Center on Thursday, June 25 for COVID-19 testing from 9am – 12pm.
- The Mayor’s Conference and Governing Body Institute scheduled for July 31 – August 1 has been moved to a Zoom virtual conference. If you would like to register, please contact Courtney or I.

**9. Governing Body Comments**

Griffin likes seeing the pool used.

Pike had nothing to report.

Palmer-Witt thought the Hazardous Waste Collection was a success.

Shore would like to see an option for people to join by phone continue. Is that the plan? Staff answered yes, we are working on a more permanent solution.

Ussery had nothing to report.

**10. Executive Session: KSA 75-4319 to Discuss Personnel Matters of Non-Elected Personnel**

**MOTION:** *Griffin* moved; *Palmer-Witt* seconded to move into executive session pursuant to non-elected personnel to include the City Administrator. The City Council will reconvene the open meeting in the City Council Chamber at 8:20 p.m. Voted and passed unanimously.

Mayor Ussery called the meeting back to order at 8:20pm and stated there was no action taken in executive session.

**MOTION:** *Shore* moved; *Palmer-Witt* seconded to authorize the mayor to engage in a contract with Jennifer Hill of McDonald & Tinker, P.A. Voted and passed 3-1 (Griffin no).

**11. Adjournment**

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

**MOTION:** *Palmer-Witt* moved; *Shore* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:32 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 June 23, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 14th day of July 2020

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Courtney Meyer, City Clerk