

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
April 12, 2022  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**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; Tim Robben, Tex Titterington, Chad Pike, Crystal Walter, and Justin Shore were present.

The following staff members were present:

Courtney Zollinger, City Administrator, Jaye Poe, City Clerk, Cole Hollis, Chief Kirk Ives, Chief Jared Dinwiddie and Justin Patrick. Chadd Posch was present via GoToMeetings.

Tricia Nichols City Resident: Nicholas Foley, Dayton Kile, Aidan Brockman, Tate Martin, Logan Braungardt, Taylee Hatton, Kaitlyn Burgkamp and Sarah Cooper, HS students were also present. Paul Rhodes with Times Sentinel News was also present. Members from Sedgwick County EMS were also present: Executive Director Sarah Lopez, Kevin Lanterman and Rusty Leeds. Wes with Home Serve was also present.

**3. Approval of Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Zollinger stated items e and f needed to be added: Approve the Hire of Officer Zachary Nolan and Approve the Hire of Officer Amos Becker. Mayor Ussery called for a motion to approve the agenda as modified.

**Motion: *Shore* moved; *Robben* seconded to accept the agenda as modified. Voted and passed unanimously.**

**4. Public Forum**

None

**5. 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  
Mayoral Appointment  
Pay Range Resolution 07-2022

**Motion: *Walter* moved; *Titterington* seconded to approve the consent agenda. Voted and passed unanimously.**

**6. Sedgwick county EMS – Sarah Lopez, Kevin Lanterman and Rusty Leeds**

Sarah Lopez stated that they have had staffing issues. Sedgwick County is now offering sign on bonuses and offering to pay for their schooling. They are hoping this helps to fix the staffing issues. Kevin Lanterman started off with the CRV has been operational since October 15<sup>th</sup> of 2020. They changed their staffing in August of 2021 to offer overtime. They only have a 69% coverage now. He understands that ALS is valuable they must maintain the ability to transport patients in critical care. Going forward they are planning to continue the ALS support unit in Clearwater. They are standing firm in their commitment to

solve the staffing issues. They currently have 16 paramedic vacancies. They are offering EMT/Paramedic class programs to new prospects. Kyle is actively recruiting to get more staff from these classes. Mayor Ussery asked how much success have they had since the new hiring incentives? Kevin said that they number of students attending the program have increased significantly since the incentives were put into place. The program is an 11–14-month class depending on which program they are in. Other services, such as hospitals, are taking their paramedics and offering them Nurse’s pay because hospitals are also short staffed. This is another issue effecting their staffing shortage. This will take a couple of years to get fixed. Pike asked where are their staff going? Kevin said a lot of them have gotten out of the field all together, moving to other departments and as stated before, to hospitals. Walter asked if the paramedics who are taking advantage of the paid schooling are signing contract? Keven said yes, it is a contract for 3 years. They see their biggest turnover with staff who are under the 5-year mark. Walter asked if there were any other incentives offered after the contract is up? Kevin said that it is not being offered at this time. Shore asked what the current starting salary is. Kevin said it is \$20.63/hr. Shore asked about the current staff receiving the same benefit, Kevin said they are seeing an increase in their rates as well. Mayor Ussery asked if the turnover rate has slowed down since the incentives have been added? Kevin answered yes it has slowed down considerably in the last few months. Pike asked when are they expecting to get back to a full roster? They are hoping for a couple of years but could be within 5 years. It is in their budget to continue the current plan year after year. Their main focus is getting more paramedics but are offering EMT schooling as well. Titterington asked if they have thought about changing restrictions for the job requirements like they did with the teachers. Kevin said it has been talked about, but nothing has been put into effect. First aid, CPR could be the second attendant with an EMT or a Paramedic. Robben asked if the response time for the Clearwater Volunteer’s is 3 minutes? Dinwiddie said yes. Sedgwick County promised the 12-hour ambulance service for Clearwater. Robben did an independent study and had a quote from an individual who was willing to come to Clearwater for \$246,000 for a 12 hr. CRV and \$566,000 for ambulance. Robben asked how much it costs each taxpayer for EMS services? Sedgwick county did not have those numbers but said they could get them to Robben. EMS is funded 75% by revenues and the remaining 25% by property taxes. The current year is under 1 Mil. There are no other fees charged to the City for the EMS services. Robben asked for the statistics on high QV Calls? Kyle said they do not have that information; he could get it for the blues. Robben asked how long will it take to go from our current 69% to 100%? Kevin stated that they do not have any extra operational vehicles, he hopes to be at %100 in a couple of years but as previously stated could be 5 years. Mayor Ussery said that the County has a responsibility to provide Emergency Services to rural Sedgwick County for our population of 2,700. His personal position is to hold Sedgwick County accountable for what they initially promised to do. Our community will do what we must to fill the gab between the 12hrs a day/7 days a week that Sedgwick County has promised. Seems like weekends and Holiday’s are rarely covered by Sedgwick County, our volunteer’s fill that time or people are working overtime if they don’t then Clearwater would not be covered. Rural Sedgwick County should have equal coverage as anybody else. Clearwater’s volunteer’s cover Clearwater half of the time, they are not free. To have a CRV and First Responder on site until an ambulance is in route is critical. Shore asked what the response time is. It is 9-11 minutes 11 minutes is the department goal. Rusty stated that he knew Clearwater was working on a 10 year comprehensive plan and can get whatever information may be needed for that. Their goal is 12 hours a day, 7 days a week as promised, can get the population density and call volume for Clearwater. Sedgwick County is going through their budget, and it is focused on hiring and retaining new personnel. The are trying to recruit uncommitted paramedics. Sedgwick County is also asking for additional vehicles in their budget for Emergency Services. Sedgwick County will expand hours if their staffing is available for Clearwater. Mayor Ussery suggested to all Seniors that attended the meeting to think about what was just presented and reach out to our volunteer department or Sedgwick County if they may be interested in this line of work in the future. Sarah had one last comment, EMS is their top priority and will be available for all questions Clearwater may have. They are looking into added incentives after the contracts are up to keep staff around.

**7. Staff Reports:**

- Administration Office – Courtney Zollinger – Shore asked about Yvonne’s service, Zollinger said it would be at 11 a.m. Walter asked if there had been anyone volunteer for the Shred it event. Zollinger said no there has not been any. Mayor Ussery asked if it was an option for Community Service for the High School kids. Zollinger said that could be an option.
- Fire Department –Jared Dinwiddie – None.
- Police Department – Kirk Ives – None.
- Park – Chadd Posch – Pike asked if the new surface on the basketball court was pushed back on time. Posch said yes, with the weather it has been pushed back due to the high winds mainly. The restrooms will get done first, then the concrete repair and then the court itself. Titterington asked about the Mikesell playground. Mayor Ussery said that all parties involved have been contacted and are now making a decision on what they would like to do from here.
- Public Works – Cole Hollis – Mayor Ussery asked about Yvonne drive being striped. Hollis stated that he has one quote and is waiting on 2 other quotes. Mayor Ussery said he will see a request for approval to have done at the next council meeting. Hollis stated that he hopes to have the information then.
- Senior Center – None.

## 8. Business

### a. Home Serve Partnership

This is a resource for League of Kansas Municipalities members. The National League of Cities (NLC) Service Line Warranty Program provides protection to homeowners for unexpected water and sewer line repairs.

The agreement between The City of Clearwater and HomeServe would be a marketing agreement. HomeServe would send a free public awareness to residents educating them about service lines. There would be no more than three mailers per year. With the marketing agreement the mailers would have the city logo on it to indicate to residents that the mailing was approved by city and less likely for the mailer to go directly into the trash.

The program features are:

- Program pays for the repairs, not the residents
- Customers are provided with a 24/7/365 repair hotline staffed with live agents
- All repairs are performed to local code by rigorously vetted, licensed and insured local-area contractors
- Encompasses all aspects of administration – education outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting.

This warrant program is voluntary only. There isn’t a set number of participants that need to sign up just to take advantage.

The cost per month for the warrant plan is as follows

- Exterior water line from outside the house to the main line - up to \$8500 repair cost - \$6.49 per month
- Exterior sewer line from outside the house to the main line – up to \$8500 repair cost - \$8.49
- Inside plumbing up to \$3000 repair cost - \$9.99
- \$0.50 of each payment would go back to the city to reinvest in the community. This would be similar to a franchise fee that the city receives from SKT or Evergy.

Zollinger stated that the City Attorney had suggested to modify the Agreement. Mayor Ussery asked if we had to provide Home Serve with the names and addresses of our residents, Wes stated that we did not have to that they could purchase that information. Mayor Ussery asked if we had to have our City logo on

the documents that are sent out, seems like the residents would think that it is a City operated service. Wes said that that is one thing they can not change, but that it just helps the residents to see the logo on their information that they send out. Shore asked if he had any data on how old lines typically are when they are considered "at risk" because 68% of Clearwater homes are older houses and Clearwater has hard water. Wes did not have that information with him. Attorney asked if their business marketing material makes it clear that they are independent from the City. Wes said yes, they do. He stated that the city must approve the letters before they are sent to the residents. The contract is for 3 years after affected date and can be cancelled 90 days prior to initial contract.

**Motion:** *Shore* moved; *Pike* seconded to approve the partnership with Home Serve subject to attorney suggested modifications on the Agreement. Voted and passed unanimously.

**b. Marketion Plan for Possible New Logo**

Mayor Ussery, Crystal Walter and Zollinger met with Lori from BowerComm to discuss marketing options for Clearwater. This is the same company USD 264 are currently working with to promote the schools. This would be a good opportunity for the city to work on our own marketing plan right alongside the school to launch a marketing campaign that will work together.

With the Journey to Yes campaign this is what we could come away with

An inspiring and focused overall message

Clear messages for each audience, and a plan for where, when, and how to communicate to meet each objective

Answers, advice, and best practices for any communications questions that come up along the way

There are two ways to take the journey

**"Done with you" coached version – see attached PDF overview**

- This approach usually takes 3-5 months to complete, requiring about 5-10 hours per week on average in total person hours. (If you put your foot on the accelerator, you could do it in 9-12 weeks.)
- The investment is \$2,500/mo for three months (\$7,500 total). You have up to 6 months to complete the program, and you will have access to the videos and materials in perpetuity.
- It is ideal for organizations who want to learn how to do the process in a hands-on way, yet have my team and I highly involved in each step

**Consulting version, where my team and I do the bulk of the work with your input**

- This approach can be completed within 3 months.
- In this version, it's the same steps as the coached version, but BowerComm does all of the interviews, peer/competitive analysis, brand message development, audience profiling, and communications plans.
- The investment is \$3,300/mo for three months (\$9,900 total)

In terms of total investment for marketing to accomplish both Journey to Yes and 3-months of executing the program, a total marketing budget of approximately \$25k-\$30k total through December. This would include:

- Journey to Yes planning process
- Development of a creative concept and basic materials (like a landing page, "relocation guide" type of PDF, graphics templates, 3 videos)
- Digital/social media advertising for 3 months

The administration equipment reserve fund has \$120,000 for discretionary purposes that was transferred in from last year.

Walter stated that Option 1 is a good idea for Clearwater. Clearwater needs a "hook" to help Clearwater stand out to residents considering moving here. This plan has helped several towns in the State. Mayor Ussery stated that this direction is needed to recruit new families to come to Clearwater. Pike asked what the difference was between the 2 options, Zollinger said \$2,400, option 1 gives us the tools to utilize for the future. Pike asked if City staff had enough time to take this project on. Zollinger said we do not have

enough resources in City Hall to manage this project unless everybody on council helped. Mayor Ussery stated that option 2 may be the better choice after hearing Pike's comments.

**Motion:** *Pike* moved; *Walter* seconded to approve option 2 with the budget of \$30k-\$35k from Equipment Reserve. Voted and passed unanimously.

**c. Consider Nuisance Resolution 08-2022 – 150 N. Gorin**

In January 2022 the city received a complaint from a resident on North Gorin complaining about a neighbor that had debris/ trash all over the yard which is blowing into neighboring yards and city streets. The report also stated that the owner was demolishing on their own after the fire and did not have a permit.

Upon investigation it was determined that this property was in violation of ordinance 1077 with the following nuisances.

- (1) Unsheltered open storage of personalty, for a period of 30 days or more
- (2) Filth, excrement, lumber, brush, rocks, dirt, cans, paper, trash, metal or any other offensive or disagreeable thing or substance thrown, left, or deposited upon any street, avenue, alley, sidewalk, park, public or private enclosure or lot whether vacant or occupied.
- (3) Articles or things whatsoever caused, kept, maintained, or permitted by any person to the injury, annoyance, or inconvenience of the public or of any neighborhood.
- (4) Any fence, structure, thing, or substance placed upon or being upon any street, sidewalk, alley, or public ground so as to obstruct the same, except as permitted by the laws of the city.

In accordance with the nuisance procedure approved by city council the property owner was sent a letter on February 9, 2022, notifying them of the nuisance and giving 45 days to comply before it was brought before council. The deadline to comply was April 12, 2022.

MABCD was contacted in regard to the demolition without a permit and a notice was put on the property to stop or criminal charges could be pursued. The city received a phone call from a local contractor stating they were going to try and work with the owner to clean up the property. I have been in contact with the contractor but there are experiencing problems with working with the insurance company involved.

There has been no attempt to clean the property and the city continues to receive calls about the condition of the lot. Justin Mourning, owner, has been notified of the situation and that the council meeting is approaching and there is a possibility that the city will abate the property and send him the invoice for it.

His response was that he was fine with it. He just wants to collect his stuff that is he has removed from the structure and he intends to turn the bill over to the insurance company.

The next step in the process is to formally order the removal of the nuisance by adopting a resolution. The resolution will be mailed certified with return receipt requested or by person service and will go to the last known address of owner and/or agent of the property describing the nuisance and giving them not more than 10 days to abate the nuisance. (K.S.A. 12-1617e)

The governing body or it's designated agent of the city shall grant extensions of such ten-day time period if the owner or agent of the property demonstrates that due diligence is being exercised in abating the nuisance. The order shall state that before the expiration of the waiting period or any extension thereof.

Shore asked if the city could put up a temporary fence in the future for instances like this. Attorney stated that it is not in any Ordinance at the moment and that it would have to be added. Mayor Ussery said to explore that option to act on.

**Motion:** *Titterington* moved; *Pike* seconded to approve Nuisance Resolution 08-2022 – 150 N. Gorin. Voted and passed unanimously.

**d. Fall Festival 2022 Special Event Permit**

Clearwater Fall Festival has booked the carnival for October 14 – 15, 2022. This was due to WEE Entertainment buying out Ottaway Amusement. WEE had to uphold the contracts Ottaway had therefore Clearwater Fall Festival booked the first available they had.

Representatives of the committee have already reached out to WEE Entertainment to try and book the 3<sup>rd</sup> week of September in 2023 but WEE Entertainment is not ready to commit that far in advance at this time. The committee will continue to pursue the future dates.

It was discussed to move the parade to go down Ross instead of head south on 4<sup>th</sup>. This will take the parade route past the carnival. The car show will be moved to the pool parking in order for this to work.

The committee will be in contact with the City to monitor rain. In the event of rain the parade route will be moved but that information will be determined by Thursday prior to the carnival rides being set up.

Titterington asked if there were enough spots in the Pool parking lot for the car show. Chief Ives stated that he believes there are around 40 spots there and that should be plenty.

**Motion: Robben** moved; **Shore** seconded to approve the Fall Festival 2022 Special Event Permit. Voted and passed unanimously.

**e. Approve the Hire of Officer Zachary Nolan**

Chief Ives and City Administrator Zollinger recommends the rehire Officer Zachary Nolan. This position has not been filled since he left on March 5, 2022. His start date will be April 15<sup>th</sup> with council approval. His rehire pay will be \$20.00/ hour which is within the new pay range and falls in line with the current budget.

**Motion: Walter** moved; **Pike** seconded to approve the rehire of Officer Zachary Nolan Full Time at \$20/hr. Voted and passed unanimously.

**f. Approve the Hire of Officer Amos Becker**

Chief Ives recommends the hire of Officer Amos Becker. Officer Becker is a Certified Law Enforcement Officer with 16 years of experience.

This will fill the new full-time position that was budgeted in 2022. This will bring the department to 7 full time officers including the chief. Starting pay for Officer Becker will be \$20.00 per hour which is within the new pay range and falls in line with the current budget.

**Motion: Titterington** moved; **Shore** seconded to Approve the Hire of Officer Amos Becker of the full-time police officer position contingent on Physiological testing, C-post clearance, and Post Offer Employment Testing. Voted and passed unanimously.

**9. Governing Body**

Walter – Was impressed by the Art Walk and the growth it has shown.

Shore – seconded Walter’s comment.

Pike – Nothing.

Titterington- Nothing.

Robben- Was visiting grandkids during the Art Walk but heard good things about the outcome.

Ussery – Wanted to thank City Staff and the Governing body for the flowers sent to him.

**10. Executive Session**

**Motion: Shore** moved, **Titterington** seconded to recess into executive session to discuss the acquisition of real estate to include the City Administrator and City Attorney. The open meeting will reconvene in the City Council Chamber at 8:20 p.m.

There will be executive session for 10 minutes including the city attorney and city administrator.

Council came out of executive session with no action taken.

**Adjournment**

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

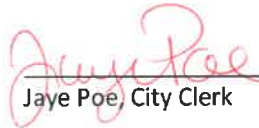
**Motion:** *Walter* moved; *Robben* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:20 PM

**CERTIFICATE**

State of Kansas        }  
County of Sedgwick   }  
City of Clearwater    }

I, Jaye Poe, 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 April 12, 2022, City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 26<sup>th</sup> day of April 2022.

  
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Jaye Poe, City Clerk

